# USERS GUIDE FOR THE NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Release 4.3

NEMSINV-OG-13

PrISMS Contract

April 1999

National Aeronautics and
Space Administration

**George C. Marshall Space Flight Center**
Huntsville, AL  35812

USERS GUIDE FOR NEMS
RELEASE 4.3


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**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**
**GEORGE C. MARSHALL SPACE FLIGHT CENTER**
**HUNTSVILLE, ALABAMA**

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**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**
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**April 1999**

## 1.  OVERVIEW OF NEMS

The NASA Equipment Management System (NEMS) is a standard Agencywide data processing system designed to track information and activity pertaining to NASA's equipment.  The intent of NEMS is to simplify, standardize, and reduce the cost and time of managing and controlling equipment by providing a single NASA system for equipment management.

NASA currently owns or leases about 380,000 items of controlled equipment with a total value in excess of $4.8 billion.  The responsibility for managing these items is assigned to ten installations and to NASA Headquarters.  Each installation designates a Supply and Equipment Management Officer (SEMO) for the functional administration of supply and equipment management at the installation.  Division directors/chiefs are responsible for the equipment assigned to their organizations.  Directly supporting the division directors/chiefs are property custodians who keep track of the equipment and monitor the day-to-day activities.  Equipment managers interface between the SEMO and the custodians.  Equipment managers oversee the operation of NEMS and assist the custodians in the proper procedures.  Approximately 25% of NASA's equipment is in the custody of NASA contractors, who are contractually accountable for the equipment to one of the NASA installations or to NASA headquarters.

NEMS is both a distributed and centralized system.  The system is distributed in that each installation has a data base containing its equipment data, and the actual processing of equipment management transactions is done at the installation.  The transactions track data on the movement of equipment in and out of the installation, equipment disposal, equipment maintenance, and equipment inventory.  These transactions are entered, edited, and applied online.  Batch reports assist in monitoring these activities and in maintaining an accurate and up-to-date data base.  A NEMS control center directs the operation of NEMS at each installation.

NEMS is centralized in that a common Agencywide data base is maintained at a central site.  This data base is actually a concatenation of each installation's data base.  The transactions processed at each installation are transferred to the central site and applied to the central data base on a nightly basis, placing the central data base one evening behind the installations, at the most.  Each installation can query this data base online for the purpose of screening equipment for redistribution and excessing surplus equipment.  The central data base is also involved in the transfer of equipment between installations.  Batch reports track this data and provide Agencywide statistics and summaries.

NEMS provides NASA Equipment Management with many capabilities designed to speed the handling of information and reduce the cost of managing controlled equipment.  These capabilities include:

1.  Online updating of the local installation's data base and overnight updating of the central data base to ensure that the data is as up-to-date as possible.

2.  Online query and ad hoc report generation capability for both the central and installation's data base to provide quick and easy access to more complete equipment information and to permit a reduction in paper requirements.

3.  Online NASA-wide screening of the central data base to maximize the visibility of equipment available for reutilization.

4.  Tracking of items valued at $500 or more to increase the number of items available for reutilization within the agency.

5.  Creation of a core group of equipment data elements common to NASA and a basic set of reports to provide standardization throughout the agency.

6.  Inclusion of a block of unique, locally assigned equipment data elements to be used by each installation as necessary, and the capability to generate queries and ad hoc reports utilizing this data to meet local requirements, practices, and needs.

7.  Implementation of a single NASA-wide, multipurpose form (NEMS or 602) for the custodian.  This form is generated by the computer for each controlled item and used to initiate equipment transactions to reduce the workload placed on the custodian, simplify and reduce required actions and record keeping, standardize certain procedures, and replace a variety of forms used by each installation.

8.  Automation of the inventory process of one of the most labor intensive and tedious requirements of equipment management.  Portable, hand-held terminals (portable bar code readers - PBCR's) with an electronic wand read bar code labels attached to the equipment and containing the NASA equipment control number.  Data accumulated in the portable terminal is transmitted to the computer and used to update the installation's data base.

These capabilities reduce the need for a variety of forms, procedures, and systems to be used by each NASA installation.  They also permit NASA to maintain a standard Agencywide system, while providing each installation with complete control and responsibility over its portion of the data.

As an Agencywide system, NEMS requires standard hardware and software at each installation and at NASA headquarters.  The hardware includes an IBM 434 OS/MVS compatible computer, and the software includes ADABAS, a data base

management system (DBMS) vendored by Software A.G.  The NEMS data base is managed by ADABAS, and the programs are written in ADABAS/NATURAL, an interactive programming language.  The teleprocessing (TP) monitor may be CICS, CMS, COM-PLETE, or TSO.  Once developed, the program support communications network (PSCN) will link the NASA installations to the central site for online queries and nightly data transfers.

Each NEMS control center contains terminals connected via controllers to the IBM 434 compatible computer, several serial/character printers connected to the terminals for printing online ad hoc requests, one line printer connected to the computer for printing batch reports, and microfilm cameras and readers for microfilming paper transaction documents.  The terminals used with NEMS must be IBM 3270 protocol with at least an 80 x 23 line screen size.

Because an objective of NEMS is standardization, any changes in the mode of operation, the operating environment, or interfaces with other software, and any planned changes or improvements must be carefully studied.  Those that will affect the installations will be accomplished Agencywide with NASA headquarters acting as the coordinator.

For information on the procedures and guidelines for managing NASA equipment, refer to the NASA Equipment Management Manual (NHB4200.1B) and the NEMS User's Guide for Property Custodians.

## 2.  GETTING INTO THE SYSTEM

The NEMS data base is managed by ADABAS, a data base management system (DBMS) vendored by Software A.G.  The files that comprise the NEMS data base are:

1. Equipment File - This file contains information pertaining to Agencywide controlled equipment.  There is one record for each item of equipment.  The unique key for each record is Agencywide's Equipment Control Number (ECN), which is also physically attached to the equipment on a bar code label.  This file is updated through the online Equipment File Update.

2. History File - This file contains information on records that have been deleted from the Equipment File. This information can be used to identify prior activity.  A record on the History File is an exact duplicate of the record which was on the Equipment File.  Due to the transfers of equipment between Agencywide installations, an item can be added to and deleted from an installation's Equipment File more than once.  Therefore, there may be more than one record on the History File for a particular item of equipment.  The unique key for each record is Agencywide's ECN plus a computer-generated sequence number.  The delete transactions automatically add a record to the

History File.  Periodically, the oldest records on the History File are copied to tape and then purged from the History File.

3.  Table File - This file contains information for editing and interpreting the codes used on the Equipment File.  Many tables are kept on the Table File, one table for each type of code.  The tables are divided into central, installation, and system maintained tables.  There is one record on the Table File for each code.  The unique key for each record is a table number (i.e. 040 for the manufacturer's code table) plus the code.  This file is updated through the online Table File Update.

4.  Daily Transaction File - This file contains information on each transaction processed during the day.  There is one record for each transaction.  The unique key for each record is Agencywide's ECN plus a computer-generated entry reference number, which is comprised of the installation number, the Julian date, and a sequence number.  Each transaction automatically adds a record to the Daily Transaction File.

5.  Monthly Transaction File - This file contains information on each transaction processed during the month.  Each night, the records on the daily transaction file are merged with the records on the Monthly Transaction File.  The Daily Transaction File is then purged so it will be ready for the next day's processing.  Each month, records on the Monthly Transaction File are copied to tape.  The Monthly Transaction File is then purged so it will be ready for the next month's processing.

6.  Transfer File - This file contains information on equipment shipped between centers.  This information will be used as input for the receiving center add transaction.

Several system files are also under the NEMS data base.  These files contain data needed to run batch report and maintenance jobs, and are internally maintained.

The NEMS online system is comprised of five subsystems.  A user may have access to all or part of a subsystem, or may not have access to a particular subsystem at all.  The USERID assigned by the NEMS data base administrator (DBA) or NEMS programmer for access to NEMS controls the user's subsystem authority levels.  The five subsystems are:

1.  Ad hoc Inquiries - This subsystem allows the user to view information stored in the NEMS data base via pre-programmed or dynamic ad hoc requests.

2.  Equipment File Update - This subsystem allows the user to update the Equipment File.  Each transaction is edited and applied online.

3. Maintenance - This subsystem allows the DBA or NEMS programmer to update the user authorities and to submit batch jobs that maintain the data base. These jobs include backups of the data base, data transfer to the central site, merging of the Daily and Monthly Transaction Files, copying of the Monthly Transaction File to tape, copying of the History File to tape, financial management interface, and updating of the data base with inventory data.

4. Report Selection - This subsystem allows the user to submit preprogrammed reports for overnight (batch) processing. The reports are produced on hard copy paper. Reports can be submitted on-request for a one-time-only run. Reports can also be scheduled to be run cyclically (i.e. daily, monthly, annually) without user intervention.

5. Table File Update - This subsystem allows the user to update the installation tables on the Table File. The updates are edited and applied online.

The NEMS online system is menu driven with formatted screens. The user enters information that determines which screen will appear next, or enters data necessary to update an equipment record or table record.

## NEMS MAIN MENU

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY
PROGRAM: MNU001P1              (NEMS)                         TIME: HH:MM:SS
                           INSTALLATION NAME

              ENTER FUNCTION OR 'X' TO EXIT: _____

                   1.   ADHOC INQUIRIES

                   2.   EQUIPMENT FILE UPDATE

                   3.   REPORT SELECTION

                   4.   TABLE FILE UPDATE

                   5.   SYSTEM MAINTENANCE
```

PURPOSE:

The NEMS Main Menu displays the subsystems the user is authorized to use.

CALLED FROM SCREEN:

This screen is called by the NEMS driver.  To invoke the NEMS driver, enter the command 'NEMS' when prompted by 'NEXT' under ADABAS/NATURAL.

CALLS SCREENS:

1.  At present there are five subsystems which the user may invoke.  They are:

      a)  Ad hoc Inquiries

      b)  Equipment File Update

      c)  Maintenance

      d)  Report Selection

      e)  Table File Update

      Upon completion, these subsystems return to the NEMS Main Menu.

2.  Upon completion, this screen returns to ADABAS/NATURAL.

INSTRUCTION STEPS:

Step 1:  The screen will appear with a list of authorized subsystems.  Enter the number corresponding to the subsystem you wish to access or enter an 'X' to return control to ADABAS/NATURAL.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

EDIT CRITERIA:

Valid function or 'X'

## 2.1  NAVIGATION

The NEMS online system is designed as a 'tree' structure.  This refers to the method of moving (navigating) from one menu or screen to another.  You start at a single point (the NEMS Main Menu) and proceed down a branch to another menu that branches until you are at the desired function.  You return from that function back through the menus until you reach the Main Menu, then take a

different branch to perform another function.  You only exit the system from the Main Menu.

An alternative method of navigation is the 'direct command'.  With this method you are permitted to access a destination one, two, or in some cases, three levels deep in the menu 'tree' with a single command.  The direct command is invoked at the same place navigation is currently controlled: any place you select a menu option, exit from a menu or function, and any place you may cancel from a function.  The direct command, when invoked, will take you to that specific function without navigation through the intermediate menus.

The syntax for the direct command is '=a.bbb.ccc' where the equal sign '=' designates the value as a direct command.  The first 'tree' level is identified by the 'a'.  A delimiter '.' followed by the second level and third level (where applicable) follow.  The values for the levels correspond to the values on that level of menu.  The first level corresponds to the Main Menu options.  The second level corresponds to the specific options available to the option designated by the first level.  The same applies to the third level.  Simply, think of it as stacking your selections when moving down the menu tree.  As an example, the Equipment File Ad hoc by Ecn is option 3 of the Ad hocs.  The ad hocs are option 1 of the Main Menu.  If you wish to ad hoc an equipment record enter the direct command '=1.3'.  To ad hoc the User Number Table you may navigate there directly by entering '=1.9.090'; the ad hocs are option 1 of the Main Menu, the Table Ad hoc Menu is option 9 of the ad hocs, Table 090 is option 090 of the Table Ad Hoc Menu.  To access an add transaction enter '=2.a'.  The options available to each user depend upon their USERID profile and may not be the same for everybody.  For instance, if you did not have ad hoc authority and wanted to access an add transaction your direct command would be '=1.a' since the Equipment Update Transaction Menu would be option 1 of your Main Menu.

The intent of the direct command was to permit short cuts on the navigation through the menus.  You are permitted to access any menu for which you are authorized down to the level where a data value (like an ECN) would have to be entered, or where an update could take place.  In most cases this is two levels: '=1.4' for Equipment File Ad hoc By Field, '=3.3' for Altering Currently Scheduled Reports, '=4.078' for Updating The Custodian Account Number Table, '=2.d' for Selecting A Delete Transaction.  In a few cases three levels of navigation are permitted: '=3.2.140' for Scheduling Report 140 To Run On Request, '=1.9.102' for Performing an Ad Hoc on the Building Number Table.

Assuming that you have the authority for ad hocs, Equipment File updates, reports and table updates; here are a few examples:

COMMAND     RESULT

=2.a            You will be in the Equipment File Update Menu for

add transactions

| =4.090 | This command will take you to the User Number Table Update Screen |
|---|---|
| =1.9.040 | You will go to the MFG Code Table Ad hoc where you will be requested to select an option and a range of values |
| =3.2.140 | You will be taken to the Report 140 Parameter Entry Screen |

There are a few special direct commands available:

| COMMAND | RESULT |
|---|---|
| =q | This command will take you out of NEMS. The result is the same as entering an 'X' on the Main Menu. You would either exit NATURAL or receive the 'NEXT' prompt in NATURAL. This depends on how your NEMS is set up. |
| =0 | This command will take you to the Main Menu. |
| =x | This command will take you to the Main Menu and put the 'X' in the input field. If you press 'ENTER' again the 'X' will be executed. |
| = | This command will take you to the Main Menu. |

These commands can be used as a quick return to the Main Menu or out of the system. The direct commands are intended to enhance navigation, not to replace the existing method of climbing up and down the menu 'trees'.

## 3.  AD HOC INQUIRY SUBSYSTEM

### 3.1  NEMS AD HOC INQUIRIES SUBSYSTEM

In general, 'ad hoc' refers to an online inquiry program that is assembled during the user's session, using criteria selected by the user. The user may select any of the following files for ad hoc inquiries:

1.  Daily Transaction File

2.  Equipment File

3.  History File

4.  Monthly Transaction File

5.  Table File

6.  Transfer File

The Daily Transaction File, Equipment File, History File, Monthly Transaction File and the Transfer File are all selected by ECN or by field. The two transaction files, the History File and the Transfer File may have multiple records per ECN. When this occurs a second screen is displayed with information that will allow the selection to be narrowed to one record. The Equipment File will always have one record per ECN. The table files are selected by table number. Most individual tables have predetermined descriptor fields which can be used in selecting records. The user can also use the defaults which will cause the entire table to be listed. This procedure does not apply to those tables that are small enough to fit on one screen. All files are displayed on formatted screens.

### NEMS AD HOC INQUIRIES MENU

```
USER-ID: XXXXX            NEMS ADHOC INQUIRIES MENU           DATE: MM/DD/YY
PROGRAM: ADH000P1                                             TIME: HH:MM:SS



                 ENTER FUNCTION OR 'X' TO EXIT: _____
                  1.  DAILY TRANSACTION FILE BY ECN
                  2.  DAILY TRANSACTION FILE BY FIELD
                  3.  EQUIPMENT FILE BY ECN
                  4.  EQUIPMENT FILE BY FIELD
                  5.  HISTORY FILE BY ECN
                  6.  HISTORY FILE BY FIELD
                  7.  MONTHLY TRANSACTION FILE BY ECN
                  8.  MONTHLY TRANSACTION FILE BY FIELD
                  9.  TABLE FILE BY TABLE NUMBER
                 10.  TRANSFER FILE BY ECN
                 11.  TRANSFER FILE BY FIELD
                 12.  SUPER NATURAL
```

PURPOSE:

The NEMS Ad hoc Inquiries Menu displays the functions.

CALLED FROM SCREEN:

This screen is called by the NEMS Main Menu.

CALLS SCREEN:

1.  List Daily Transaction File by ECN

2.  List Daily Transaction File by Field

3.  List Equipment File by ECN

4.  List Equipment File by Field

5.  List History File by ECN

6.  List History File by Field

7.  List Monthly Transaction File by ECN

8.  List Monthly Transaction file by Field

9.  List Table File by Table Number

10. List Transfer File by ECN

11. List Transfer File by Field

12. SUPER NATURAL

With the exception of Option 12, these screens will return to the Ad hoc Inquiries Menu.  Option 12, SUPER NATURAL, will return to the NEMS Welcome Screen.

INSTRUCTION STEPS:

Step 1:  The screen will appear with a list of functions. Enter the number corresponding to the function you wish to perform or an 'X' to return to the NEMS Main Menu.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the screen at any time prior to successful completion by entering 'X' in the EXIT field.

Press the 'ENTER' key.

EDIT CRITERIA:

Valid function number or 'X'

NEMS Daily Transaction File Ad hoc - ECN Selection Screen

### NEMS DAILY TRANSACTION FILE AD HOC - ECN SELECTION SCREEN

```
USER-ID: XXXXX                    NEMS                         DATE: MM/DD/YY
PROGRAM: ADH900P1     DAILY TRANSACTION FILE ADHOC BY ECN      TIME: HH:MM:SS


ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____

START AT PAGE (1,2,3): 1
```

PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu

CALLS SCREEN:

This screen calls the Sequence Number Selection Screen or the Daily Transaction Record Display Screen - page 1, 2, or 3 as indicated.

INSTRUCTION STEPS:

Step 1: Enter the ECN of the record to be displayed.

Optionally enter page 2, 3 or accept the default, page 1.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid ECN or 'X'

### SELECT NEMS DAILY TRANSACTION FILE BY ECN

```
USER-ID: XXXXX                         NEMS                      DATE: MM/DD/YY
PROGRAM: ADH900P1       DAILY TRANSACTION FILE ADHOC BY ECN      TIME: HH:MM:SS
                                    TRANSACTION
 ECN        SEQUENCE NO    TRANS NO      DATE           TIME       ENTRY REF NO
G080023          1          X90       97/02/03      11:56:39:1     0870340391
G080023          2          X15       97/02/03      12:04:37:4     0870340393




   ENTER THE SEQUENCE NUMBER OR 'X' TO EXIT OR ' ' TO CONTINUE: _____

```

PURPOSE:

This menu lists all the daily transactions for the ECN entered on the ECN Selection Screen.  Up to fifteen per page.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

CALLS SCREEN:

This screen calls the NEMS Daily Transaction Record Screen - page 1, 2, or 3 as indicated.  Upon completion, control is returned to the ECN selection screen.

INSTRUCTION STEPS:

Step 1:  select the daily transaction you wish to see.  Enter the sequence number, assigned above on the screen, or leave it Blank.  When entering a sequence number it does not have to be on the screen being viewed, it need only be a valid sequence number.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time prior to successful completion by entering 'X' in the EXIT field.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid sequence number, Blank or 'X'

### NEMS DAILY TRANSACTION RECORD - PAGE 1 of 3

```
USER-ID: XXXXX              NEMS DAILY TRANSACTION RECORD        DATE: MM/DD/YY
 PROGRAM: ADH900P1                   PAGE 1 OF 3                 TIME: HH:MM:SS
 ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____

 ECN:                             TRANSACTION NUMBER:
 PREVIOUS ECN:                    ENTRY REFERENCE NUMBER:
 UNIQUE EQUIP NO:                 TRANSACTION DATE:
 COST:                           TRANSACTION TIME:
 PREVIOUS COST:                   NEMS USER ID:
 CUSTODIAN NO:                    ITEM NAME:
 PREVIOUS CUST NO:                MANUF CODE:
 CUST NAME:                       MANUF NAME:
 CUSTODIAN ACCT NO:               MANUF MODEL NO:
 PREVIOUS CUST ACCT NO:           MANUF SERIAL NO:
 USER NO:                         YEAR MANUFACTURED:
 PREVIOUS USER NO:                NATIONAL STOCK NO:
 USER NAME:                       PREV NAT STOCK NO:
 EQUIP LOC-BLDG NO:               EQ LOC-BLDG NAME:
 EQUIPMENT LOCATION-ROOM:         EQUIPMENT LOCATION-ZIP CODE:
 INSTALLATION NO ACCT:            CONTRACTOR TAG NO:
 INSTALLATION NO SUB:             CONTRACTOR NO ACCT:
 INSTALLATION NO CONV:            CONTRACTOR NO CONV:
 INSTALLATION NO RECV:            CONTRACTOR NO RECV:
```

PURPOSE:

This screen lists the first of three pages of data from the Daily Transaction File Record.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen or the Sequence Number Selection Screen when there is more than 1 transaction.

CALLS SCREEN:

Upon completion, control is passed to page 2.

INSTRUCTION STEPS:

Step 1:  examine the data and make notes as necessary.  Use Print Screen capability if so desired.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the EXIT field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## NEMS DAILY TRANSACTION RECORD - PAGE 2 of 3

```
USER-ID: XXXXX              NEMS DAILY TRANSACTION RECORD        DATE: MM/DD/YY
PROGRAM: ADH900P1                    PAGE 2 OF 3                 TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____

ECN:                          ITEM NAME: TEST
CAP/SENS CODE:                ITEM NAME STD:
PREV CAP/SENS CODE:           DATE NASA ACQ:         DATE INST ACQ:
AVAIL STATUS CODE:            ACQ DOC CNTL NO:
PRE AVAIL STAT CODE:          DATE WRNTY EXP (MAT):        (LABOR):
CONDITION CODE:               DATE AVAILABLE:
EST COST CODE:                DATE INVENTORIED:
HAZ MAT CODE:                 DATE STORAGE DUE:
PREC METAL CODE:              DATE SHIPPED OTHER INST:
IDLE EQUIP CODE:              DATE LAST CALIBRATED:        DUE:
EQUIP MNGMT CODE:             DATE LAST SERVICED:
ADJ DOC REF NO:               COST LAST SERV (PARTS):      (LABOR):
ADJUST COST:                  LOAN/LEASE DOCUMENT NO:
RECON CODE:                   DATE LOAN/LEASE/BRW IN DUE:      OUT:
OTHER AGENCY NO:              DATE REPAIR RETURN DUE:
FREEZE NUMBER:                DATE LOANED OUT:
PRINT NEMS 1:                 DATE LEASED OUT:
LOCAL                         DATE BORROWED OUT:
DATA:
```

PURPOSE:

This screen lists the second of three pages of data from the Daily Transaction File record.

CALLED FROM SCREEN:

This screen is called by page 1 of data, or by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, control is passed to page 3.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

```
USER-ID: XXXXX              NEMS DAILY TRANSACTION RECORD         DATE: MM/DD/YY
PROGRAM: ADH900P1                    PAGE 3 OF 3                  TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____

ECN:                          ITEM NAME: TEST
CAPITAL AMT:                  PREV CAPITAL AMT:
ORG COST ACCT: OCA            PROG COST ACCT: PCA
PREV ORG COST ACCT:           PREV PROG COST ACCT:
```

PURPOSE:

This screen lists the third of three pages of data from the Daily Transaction File record.

CALLED FROM SCREEN:

This screen is called by page 2 of data, or by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, control is passed to page 1.

### NEMS DAILY TRANSACTION FILE AD HOC BY FIELD
### FIND SELECTION SCREEN

```
USER-ID: XXXXX        NEMS DAILY TRANS FILE ADHOC BY FIELD     DATE: MM/DD/YY
PROGRAM: ADH910P1                                              TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA OR 'X' TO EXIT

'('  DESCRIPTOR NUMBER  OPERATOR         SEARCH VALUE          ')'    AND/OR
 _        __             __      _____        ___
 _        __             __      _____  _     ___
          __             __      _____  _

VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYMMDD'

01 - ECN                07 - CUSTODIAN NUMBER    13 - CONTRACTOR ACCT
02 - ITEM NAME          08 - USER NUMBER         14 - ENTRY REFERENCE NO
03 - MFG CODE           09 - EQUIP ZIP CODE      15 - TRANSACTION NUMBER
04 - MFG MODEL NUMBER   10 - EQUIP BUILDING      16 - PRINT NEMS 1
05 - AVAIL STATUS CODE  11 - UNIQUE EQUIP NUMBER 17 - LOAN/LEASE DOC NO
06 - CUSTODIAN ACCT NO  12 - CONTRACTOR TAG NO
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the where criteria selection screen or the NEMS Ad hoc Inquiries Menu.

INSTRUCTION STEPS:

Step 1:  enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

a.  Descriptor must be entered

b.  Descriptor number must be 01 thru 17

c.  Descriptor number must be numeric

d.  Operators must be (eq, lt, gt, ne, ge, le)

e.  Date format must be 'yyyymmdd'

f.  'X' to exit

## NEMS DAILY TRANSACTION FILE AD HOC BY FIELD
## WHERE SELECTION SCREEN - PAGE 1

```
USER-ID: XXXXX        NEMS DAILY TRANS FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM: ADH910P2                                               TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
      DESCRIPTOR NUMBER  OPERATOR           SEARCH VALUE                AND/OR
            __            __     _____        ___
            __            __     _____
ENTER '2' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  -- DATE FORMAT 'YYMMDD' OR 'YYMM'
01 - ECN                    13 - CONTRACTOR ACCT    25 - DATE INST ACQ
02 - ITEM NAME              14 - ENTRY REFERENCE NO 26 - ACQ DOC CNTL NO
03 - MFG CODE               15 - TRANSACTION NO     27 - EQUIPMENT ROOM
04 - MFG MODEL NUMBER       16 - PRINT NEMS 1       28 - DATE INVENTORIED
05 - AVAIL STATUS CODE      17 - LOAN/LEASE DOC NO  29 - DATE AVAILABLE
06 - CUSTODIAN ACCT NO      18 - INSTALLATION SUB   30 - ESTIMATED COST CODE
07 - CUSTODIAN NUMBER       19 - MFG SERIAL NUMBER  31 - CONDITION CODE
08 - USER NUMBER            20 - YEAR MANUFACTURED  32 - HAZ MATERIAL CODE
09 - EQUIP ZIP CODE         21 - NATIONAL STOCK NO  33 - PREC METAL CODE
10 - EQUIP BUILDING         22 - COST               34 - DATE LAST CALIBRATED
11 - UNIQUE EQUIP NUMBER    23 - CAP/SENS CODE      35 - DATE CALIBRATION DUE
12 - CONTRACTOR TAG NO      24 - PREV AVAIL STAT CODE 36 - DATE WRNTY EXP MAT
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

CALLED FROM SCREEN:

This screen is called by the Find Selection Screen.

CALLS SCREEN:

This screen calls the Sort Selection Screen or page 2 of where selection screen.

INSTRUCTION STEPS:

Step 1:  enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria.  The user may cancel the transaction before attempting a sort by entering a 'c' in the Cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4:  The user may go to page 2 by entering '2' in the Page field, or the user may exit at any time by entering an 'X' in the Exit field.  The user will return to the Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

    a.  Descriptor must be entered

    b.  Descriptor number must be 01 thru 36

    c.  Descriptor number must be numeric

    d.  Operators must be (eq, lt, gt, ne, ge, le)

    e.  Date format must be 'yyyymmdd' or 'yyyymm'

    f.  '2' to go to second page

g.  'X' to exit

## NEMS DAILY TRANSACTION FILE AD HOC BY FIELD
## WHERE SELECTION SCREEN - PAGE 2

```
USER-ID: XXXXX        NEMS DAILY TRANS FILE ADHOC BY FIELD     DATE: MM/DD/YY
PROGRAM: ADH910P2                                              TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR          SEARCH VALUE              AND/OR
          __          __     _____     ___
          __          __     _____

VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYMMDD'
37 - DATE WRNTY EXP LABOR 49 - PARTS COST LAST SERV  61 - ADJ DOC REFERENCE
38 - OTHER AGENCY NUMBER  50 - DATE LAST SERV         62 - PREV CUST ACCT NO
39 - DATE L/L/B IN DUE    51 - CONTRACTOR CONVEYOR    63 - PREV NAT STOCK NO
40 - DATE LOANED OUT      52 - INST CONVEYOR          64 - PREV COST
41 - DATE LEASED OUT      53 - CONTRACTOR RECEIVER    65 - PREV CAP/SENS CODE
42 - DATE SHIPPED         54 - INST RECEIVER          66 - PREV USER NUMBER
43 - DATE BORROWED OUT    55 - FREEZE NUMBER          67 - PREV CUSTODIAN NO
44 - DATE STORAGE DUE     56 - PREVIOUS ECN           68 - DATE REPAIR RETURN
45 - DATE L/L/B OUT DUE   57 - TRANSACTION DATE       69 - ITEM NAME STANDARD
46 - EQUIP MGMT CODE      58 - NEMS USER ID           70 - DATE NASA ACQ
47 - IDLE EQUIP CODE      59 - ADJUSTMENT COST
48 - LABOR COST LAST SERV 60 - RECON CODE
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 1.

CALLS SCREEN:

This screen calls the Sort Selection Screen.

INSTRUCTION STEPS:

Step 1:  Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'C' in the Cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may exit at any time by entering an 'X' in the Exit field. The user will return to the Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

    a.  Descriptor must be entered

    b.  Descriptor number must be 01 thru 71

    c.  Descriptor number must be numeric

    d.  Operators must be (eq, lt, gt, ne, ge, le)

    e.  Date format must be 'yyyymmdd' or 'yyyymm'

    f.  'X' to Exit

### SORT SELECT NEMS DAILY TRANSACTION FILE BY FIELD

```
USER-ID: XXXXX        NEMS DAILY TRANS FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM: ADH910P3                                               TIME: HH:MM:SS


ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS
TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:
         SORT:    __     __     __
         BREAK:   N      N      N
NOTE:  TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD
       CHANGE THE 'N' TO A 'Y'.

01 - ECN                  07 - CUSTODIAN NUMBER    13 - CONTRACTOR TAG NO
02 - ITEM NAME            08 - USER NUMBER         14 - CONTRACTOR ACCT
03 - MFG CODE             09 - EQUIP ZIP CODE      15 - ENTRY REFERENCE NO
04 - MFG MODEL NUMBER     10 - EQUIP BUILDING      16 - TRANSACTION NUMBER
05 - AVAIL STATUS CODE    11 - EQUIP ROOM          17 - PRINT NEMS 1
06 - CUSTODIAN ACCT NO    12 - UNIQUE EQUIP NUMBER 18 - LOAN/LEASE DOC NO
                                                   19 - YEAR MANUFACTURED
```

PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

CALLED FROM SCREEN:

This screen is called by the where selection screen.

CALLS SCREEN:

This screen calls the NEMS Daily Transaction Field Selection For Display Screen.

INSTRUCTION STEPS:

Step 1:  select the descriptor you wish the record to be sorted by up to three fields.  If you want to display summary level information at the break of each sort field change the "n" to a "y".

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  the user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

EDIT CRITERIA:

a.  Descriptor number must be 01 thru 19

b.  Descriptor number must be numeric

c.  Break field must be equal to 'n' or 'y'

d.  'X' to exit

## NEMS DAILY TRANSACTION FILE AD HOC BY FIELD
## DISPLAY SELECTION SCREEN

```
USER-ID: XXXXX        NEMS DAILY TRANS FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM: ADH910P4                                               TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:

   __   __   __   __   __    __   __   __   __   __
ENTER '2' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
01 - ECN                 14 - PREV COST           27 - USER NAME
02 - INSTALLATION NO      15 - CAP/SENS CODE       28 - EQUIP ZIP CODE
03 - INSTALLATION ACCT    16 - PREV CAP/SENS CODE  29 - EQUIP BUILDING
04 - INSTALLATION SUB     17 - AVAIL STATUS CODE   30 - EQUIP ROOM
05 - ITEM NAME            18 - PREV AVAIL STATUS   31 - DATE INVENTORIED
06 - MFG CODE             19 - DATE INST ACQ       32 - DATE AVAILABLE
07 - MFG NAME             20 - ACQ DOC CNTL NO     33 - EST COST CODE
08 - MFG MODEL NUMBER     21 - CUST ACCT NUMBER    34 - CONDITION CODE
09 - MFG SERIAL NUMBER    22 - PREV CUST ACCT NO   35 - UNIQUE EQUIP NO
10 - YEAR MFG             23 - CUSTODIAN NUMBER    36 - HAZ MATERIAL CODE
11 - NATIONAL STOCK NO    24 - PREV CUSTODIAN NO   37 - PREC METAL CODE
12 - PREV NAT STOCK NO    25 - USER NUMBER         38 - DATE LAST CALIBRATED
13 - COST                 26 - PREV USER NUMBER    39 - DATE CALIBRATION DUE


                    (MORE FIELDS ON NEXT PAGE)
```

PURPOSE:

This screen lists all the fields in the file and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS Daily Transaction Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the Record Display Screen or the Display Selection Screen 2.

INSTRUCTION STEPS:

Step 1:  Enter the field number of the record to be displayed.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  the user may download the data to the PC by entering a 'D' or may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may go to page 2 by entering '2' in the Page field, or the user may exit the screen at any time by entering an 'X' in the Exit field.  The user will return to the Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

a.  Display field must be 01 thru 39

b.  Display field number must be numeric

c.  Must select a minimum of one display field

d.  '2' to go to second page

e.  'D' to download data to the PC, or

f.  'B' to run as a report overnight

g.  'X' to exit

**NEMS DAILY TRANSACTION FILE AD HOC BY FIELD
DISPLAY SELECTION SCREEN 2**

```
USER-ID: XXXXX        NEMS DAILY TRANS FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM: ADH910P4                                              TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
  __  __  __  __  __    __  __  __  __  __
ENTER '3' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
40 - DATE WRNTY EXP MAT   53 - EQUIP MGMT CODE       66 - LOCAL DATA
41 - DATE WRNTY EXP LABOR 54 - IDLE EQUIP CODE       67 - PRINT NEMS 1
42 - OTHER AGENCY NUMBER  55 - LABOR COST LAST SERV  68 - TRANSACTION DATE
43 - CONTRACTOR TAG NO    56 - PARTS COST LAST SERV  69 - TRANSACTION TIME
44 - CONTRACTOR ACCT      57 - DATE LAST SERV        70 - NEMS USER ID
45 - LOAN/LEASE DOC NO    58 - CONTRACTOR CONVEYOR   71 - ADJUSTMENT COST
46 - DATE L/L/B IN DUE    59 - INST CONVEYOR         72 - RECON CODE
47 - DATE LOANED OUT      60 - CONTRACTOR RECEIVER   73 - ADJ DOC REFERENCE
48 - DATE LEASED OUT      61 - INST RECEIVER         74 - DATE REPAIR RETURN
49 - DATE SHIPPED         62 - FREEZE NUMBER         75 - ITEM NAME STANDARD
50 - DATE BORROWED OUT    63 - PREVIOUS ECN          76 - DATA NASA ACQ
51 - DATE STORAGE DUE     64 - ENTRY REFERENCE NO    77 - CAPITAL AMT
52 - DATE L/L/B OUT DUE   65 - TRANSACTION NO        78 - PREV CAPITAL AMT
                    (MORE FIELDS ON NEXT PAGE)
```

PURPOSE:

This screen lists page 2 or 3 pages of fields and prompts to enter the field number for display.


CALLED FROM SCREEN:

This screen is called by the NEMS Daily File Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the Daily Record Display Screen or the Display Selection Screen 3.

INSTRUCTION STEPS:

Step 1:  Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may go to page 3 by entering  '3' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the descriptor number (find) selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

 a.    Display field must be 01 thru 78

 b.    Display field number must be numeric

 c.    Must select a minimum of one display field

 d.    '3' to go to third page

e.  'D' to download the data to the PC, or

f.  'B' to run as an overnight report

g.  'X' to exit

### NEMS EQUIPMENT FILE AD HOC BY FIELD
### DISPLAY SELECTION SCREEN 3

```
USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD      DATE: MM:DD:YY
PROGRAM: ADH930P4                                              TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
   __ __ __ __ __ __ __ __ __ __
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _

82 - LOCATION
83 - CAPITAL AMT
84 - ORG COST ACCT
85 - PROG COST ACCT
86 - PREV ORG COST ACCT
87 - PREV PROG COST ACCT
```

PURPOSE:

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

CALLED FROM SCREEN:

This screen is called by the Display Selection Screen 2.

CALLS SCREEN:

This screen calls the Field Display Screen.

INSTRUCTION STEPS:

Step 1:  Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2:  If error messages appear at the  bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Equipment File Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

   a.     Display fields must be 01 thru 87

   b.     Display filed numbers must be numeric

   c.     Must select a minimum of one display field

   d.     'D' to download the data to the PC, or

   e.     'B' to run as an overnight report

   f.     'X' to exit


### NEMS DAILY TRANSACTION FILE AD HOC BY FIELD
### DISPLAY SCREEN

```
                    NEMS DAILY TRANS FILE ADHOC BY FIELD
   ECN
 -------

 G079924
 G079924
 G079931
 G079942
 G079942
 G079942
 G079942
 G079943
 G079976
 G079977
 G079978
 G079977
 G079978
 G079979

 ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N
```

PURPOSE:

This screen displays all the requested files with default column headers.

CALLED FROM SCREEN:

This screen is called by the Select Field For Display Menu

CALLS SCREEN:

This screen calls the next page of Display Screen if any or Daily Transaction Ad hoc By Field Menu.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  Enter 'n' to go to the next screen of data.  Enter 'R' to re-display the output starting from page 1.  Enter 'X' to exit the screen and return to the NEMS Daily Transaction Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

'N' to view next page

'R' to review

'X' to exit

**NEMS DAILY TRANS FILE AD HOC BY FIELD
NEMS REPORT DISTRIBUTION INFORMATION SCREEN**

```
USER-ID: XXXXX                      NEMS                    DATE: MM/DD/YY
PROGRAM: ADH999P1   REPORT DISTRIBUTION INFORMATION         TIME: HH:MM:SS

EFFECTIVE DATE (YY MM DD): __ __ __

DISTRIBUTION: NEMS CONTROL_____

MAIL STOP: 4471___

NUMBER OF COPIES: 01

PRINTER DESTINATION CODE: 041_____

REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P

BINDING INSTRUCTIONS (IF XEROX): _
      G - GLUE BOUND      U - UNBOUND
      S - STAPLED         V - VELOBOUND


                                       ENTER 'C' TO CANCEL: _

```

PURPOSE:

This screen lists the default report distribution information.  The users may
modify it as their needs require.  This distribution information will be used for this
run only; the default information is unaffected.

CALLED FROM SCREEN:

This screen is called by the NEMS Daily Transaction File Display Selection
Screen when the "B" (Batch) option is used.

CALLS SCREEN:

Upon completion, this screen calls the NEMS Daily Transaction File Find
Selection Menu.

INSTRUCTION STEPS:

Step 1:  The default report distribution information will be displayed on the
screen.  Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the
messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field.  The user will return to the NEMS Monthly Transaction File Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Effective Date:

    a.  Mandatory

    b.  Must be numeric

    c.  Must be in format 'yy mm dd'

    d.  Must be greater than or equal to the current date

Distribution:

    a.  Mandatory

    b.  No further edits

Mail Stop:

    a.  Mandatory

    b.  No further edits

Number of Copies:

    a.  Mandatory

    b.  Must be numeric between 1 and 99

Printer Destination Code:

    a.  Mandatory

    b.  No further edits

Report Print Type:

    a.  Mandatory

b. Must be 'X' or 'p'

Binding Instructions:

a. Currently not used

### NEMS EQUIPMENT FILE AD HOC - ECN SELECTION SCREEN

```
USER-ID: XXXXX                       NEMS                    DATE: MM/DD/YY
PROGRAM: ADH920P1          EQUIPMENT FILE ADHOC BY ECN       TIME: HH:MM:SS


ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____

START AT PAGE (1,2,3): 1
```

PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the Equipment Record Display Screen - page 1, 2, or 3 as indicated.

INSTRUCTION STEPS:

Step 1:  Enter the ECN of the record to be displayed.  Optionally enter page 2 or 3, or accept the default, page 1.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.
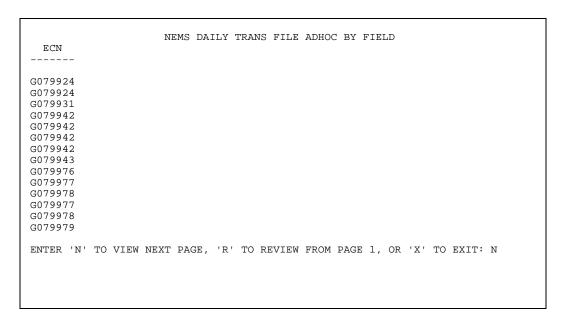
Step 3: the user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid ECN or 'X'

## NEMS EQUIPMENT RECORD BY ECN - PAGE 1 of 3

```
USER-ID: XXXXX                     NEMS                     DATE: 10/09/97
PROGRAM: ADH920P1        EQUIPMENT RECORD - PAGE 1 OF 3     TIME: 15:17:23
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: J000707                   ITEM NAME: TEST 707
PREVIOUS ECN:                  MANUF CODE: YYYYY
OLD TAG NO:                    MANUF NAME: MFR UNIDENTIFIED (VERIFIED)
NAT STOCK NO: 7021             MANUF MODEL NO: 707
EQUIPMENT TYPE ACCT:           MANUF SERIAL NO: 12344455544466677654
UNIQUE EQUIP NO:               YEAR MANUFACTURED: 1997
COST:        707               ACQ DOCUMENT CONTROL NO: 707
CUST NO: 02022   MAIL: EP83    ACQ ERN: 0872667004  LAST ERN: 0872667004
CUST NAME: RHODES JAMES E      ACQ TRAN NO:  09     LAST TRAN NO:  09
CUST ACCT: 02022   PREV:       LOAN/LEASE DOCUMENT NO: 777777
CUSTODIAN ORG CODE: EP83       EQUIPMENT LOCATION-ZIP CODE: 35812
CUST PHONE: 4-1173             EQUIPMENT LOCATION-BUILDING NO: 4201
USER NO: 02022   MAIL: EP83    EQ LOC-BLDG NAME: OFFICE BUILDING
USER NAME: RHODES JAMES E      EQUIPMENT LOCATION-ROOM:      LOCATION:
USER PHONE: 4-1173             CONTRACTOR TAG NO:
INSTALLATION NUMBER: 0808      CONTRACTOR NO ACCT:
INSTALLATION NO CONV:          CONTRACTOR NO CONV:
INSTALLATION NO RECV:          CONTRACTOR NO RECV:
OTHER AGENCY NO:               FREEZE NO:
```

PURPOSE:

This menu lists page 1 of 3 pages of data from the Equipment File record.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, control is passed to page 2.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  the user may go to page 2 by pressing enter or return to the ECN selection screen by entering 'X' in the exit field or select a new ECN to be displayed.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS EQUIPMENT RECORD BY ECN - PAGE 2 of 3

```
USER-ID: XXXXX                    NEMS                      DATE: 10/09/97
PROGRAM: ADH920P1       EQUIPMENT RECORD - PAGE 2 OF 3      TIME: 15:21:01
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: J000707                   ITEM NAME: TEST 707
CODES ----------  DATES --------------------  DATES ------------------------
CAP/SENS: X       NASA ACQUIRED: 97/09/11   LAST SERVICED:
AVAIL STATUS: A   INST ACQUIRED: 97/09/11   LOAN/LEASE/BRW IN DUE: 97/09/30
CONDITION:        WRNTY (MATER) EXP: 1997 09 LOAN/LEASE/BRW OUT DUE:
EST COST:         WRNTY (LABOR) EXP: 1997 09 LOANED OUT:
HAZ MAT:          STATUS CODED: 97/09/11    LEASED OUT:
PREC MET:         AVAILABLE:               BORROWED OUT:
IDLE EQ:          INVENTORIED: 97/09/23    STORED IN:
EQUIP MNGMT:      LAST CALIBRATED:         STORAGE DUE:
IN: L  OUT:       CALIBRATION DUE:         SHIPPED TO OTHER INST:
ITM STD:                                   DATE REPAIR RETURN DUE:

                       LABOR      PARTS
COST LAST SERVICE:                         NUMBER
COST YEAR TO DATE:                         OF TIMES
COST TO DATE:                              SERVICED:
LOCAL
DATA:
```

PURPOSE:

This screen lists page 2 of 3 pages of data from the Equipment File record.

CALLED FROM SCREEN:

This screen is called by page 1 of data, or by the ECN selection screen.

CALLS SCREEN:

Upon completion, control is passed to page 3.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  the user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.  he user may also enter a new ECN.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS EQUIPMENT RECORD BY ECN - PAGE 3 of 3

```
USER-ID: XXXXX                        NEMS                    DATE: MM/DD/YY
PROGRAM: ADH920P1          EQUIPMENT RECORD - PAGE 3 OF 3     TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: G080023                    ITEM NAME: PRINTER, ADP

  TRANS-         ENTRY                      NPDMS        NPDMS
  ACTION       REFERENCE                    TRANS-      REFERENCE
   NOS           NOS                         NOS          NOS
   ---        ----------                     ---       ----------
   31         0841384297
   31         0843334056
  I99         0850545019
   62         0850955121
   62         0851095028
   31         0852495311
   31         0860726067
   31         0861696028
  X90         0870340391
  X15         0870340393
```

PURPOSE:

This screen lists page 3 of 3 pages of data from the Equipment File record.

CALLED FROM SCREEN:

This screen is called by page 2 of data, or by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, control is passed to page 1.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the Exit field.  The user will return to the ECN Selection Screen.  The user may also enter a new ECN.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

### NEMS EQUIPMENT FILE AD HOC BY FIELD
### FIND SELECTION SCREEN

```
USER-ID: XXXXX        NEMS EQUIPMENT FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM: ADH930P1                                             TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA OR 'X' TO EXIT
'('  DESCRIPTOR NUMBER  OPERATOR        SEARCH VALUE        ')'    AND/OR
 _         __            __     _____          ___
 _         __            __     _____  _       ___
           __            __     _____  _
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYMMDD'

01 - ECN                 12 - ACQ TRANS NUMBER     23 - DATE CALIBRATION DUE
02 - ITEM NAME           13 - CUST ACCT NUMBER     24 - CONTRACTOR TAG NO
03 - MFG CODE            14 - CUSTODIAN NUMBER     25 - CONTRACTOR ACCT
04 - MFG MODEL NUMBER    15 - CUST ORG CODE        26 - EQUIP IN CODE
05 - MFG SERIAL NUMBER   16 - USER NUMBER          27 - EQUIP OUT CODE
06 - NATIONAL STOCK NO   17 - EQUIP ZIP CODE       28 - EQUIP MGMT CODE
07 - CAP/SENS CODE       18 - EQUIP BUILDING       29 - FREEZE NUMBER
08 - AVAIL STATUS CODE   19 - EQUIP TYPE ACCT      30 - LOAN/LEASE DOC NO
09 - DATE INST ACQ       20 - OLD TAG NUMBER       31 - DATE INVENTORIED
10 - INSTALLATION SUB    21 - ACQ DOC CNTL NO      32 - LAST TRANSACTION NO
11 - UNIQUE EQUIP NO     22 - DATE AVAILABLE       33 - DATE REPAIR RETURN
```

PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the Where Clause Selection Screen.

INSTRUCTION STEPS:

Step 1:  Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

 a.  Descriptor must be entered

 b.  Descriptor number must be 01 thru 33

 c.  Descriptor number must be numeric

 d.  Operators must be (eq, lt, gt, ne, ge, le)

 e.  Date format must be 'yyyymmdd'

 f.  'X' to exit

# NEMS EQUIPMENT FILE AD HOC BY FIELD
# WHERE SELECTION SCREEN - PAGE 1

```
USER-ID: XXXXX         NEMS EQUIPMENT FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM: ADH930P2                                              TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR          SEARCH VALUE                  AND/OR
        __               __      _____        ___
        __               __      _____        ___
ENTER '2' TO GO TO NEXT PAGE _   (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  -  DATE FORMAT 'YYMMDD' OR 'YYMM'
01 - ECN                13 - CUST ACCT NUMBER    25 - CONTRACTOR ACCT
02 - ITEM NAME          14 - CUSTODIAN NUMBER    26 - EQUIP IN CODE
03 - MFG CODE           15 - CUST ORG CODE       27 - EQUIP OUT CODE
04 - MFG MODEL NUMBER   16 - USER NUMBER         28 - EQUIP MGMT CODE
05 - MFG SERIAL NUMBER  17 - EQUIP ZIP CODE      29 - FREEZE NUMBER
06 - NATIONAL STOCK NO  18 - EQUIP BUILDING      30 - LOAN/LEASE DOC NO
07 - CAP/SENS CODE      19 - EQUIP TYPE ACCT     31 - DATE INVENTORIED
08 - AVAIL STATUS CODE  20 - OLD TAG NUMBER      32 - YEAR MFG
09 - DATE INST ACQ      21 - ACQ DOC CNTL NO     33 - COST
10 - INSTALLATION SUB   22 - DATE AVAILABLE      34 - DATE STATUS CODED
11 - UNIQUE EQUIP NO    23 - DATE CALIBRATION DUE 35 - DATE NASA ACQ
12 - ACQ TRANS NO       24 - CONTRACTOR TAG NO   36 - ACQ ENTRY REF NO
```

PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value for the where clause.

CALLED FROM SCREEN:

This screen is called by the find selection screen.

CALLS SCREEN:

This screen calls the sort selection screen or the Where Selection Screen page 2.

INSTRUCTION STEPS:

Step 1:  Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  when all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the

selection criteria.  The user may cancel the transaction before attempting a sort by entering a 'C' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4:  The user may go to the second page by entering '2' in the page field or the user may exit the screen at any time by entering an 'X' in the exit filed.  The user will return to the find selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

a.  Descriptor must be entered

b.  Descriptor number must be 01 thru 36

c.  Descriptor number must be numeric

d.  Operators must be (eq, lt, gt, ne, ge, le)

e.  Date format must be 'yyyymmdd' or 'yyyymm'

f.  '2' to go to second page

g.  'X' to exit

### NEMS EQUIPMENT FILE AD HOC BY FIELD
### WHERE SELECTION SCREEN - PAGE 2

```
USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH930P2                                                   TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
      DESCRIPTOR NUMBER  OPERATOR            SEARCH VALUE                AND/OR
            __             __      _____        ___
            __             __      _____        ___
ENTER '3' TO GO TO NEXT PAGE _   (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -DATE FORMAT 'YYYYMMDD' OR 'YYYYMM'
37 - EQUIP ROOM          49 - DATE SHIPPED         61 - NO OF TIMES SERV
38 - EST COST CODE       50 - DATE BORROWED OUT    62 - DATE LAST SERV
39 - CONDITION CODE      51 - DATE STORAGE DUE     63 - CONTRACTOR CONVEYOR
40 - HAZ MATERIAL CODE   52 - DATE STORED IN       64 - INST CONVEYOR
41 - PREC METAL CODE     53 - DATE L/L/B OUT DUE   65 - CONTRACTOR RECEIVER
42 - DATE LAST CALIBRATED 54 - IDLE EQUIP CODE     66 - INST RECEIVER
43 - DATE WRNTY EXP MAT  55 - LABOR COST LAST SERV 67 - PREVIOUS ECN
44 - DATE WRNTY EXP LABOR 56 - LABOR COST YTD      68 - PREV CUST ACCT NO
45 - OTHER AGENCY NO     57 - LABOR COST TD        69 - LAST ENTRY REF NO
46 - DATE L/L/B IN DUE   58 - PARTS COST LAST SERV 70 - LAST TRANS NO
47 - DATE LOANED OUT     59 - PARTS COST YTD       71 - DATE REPAIR RETURN
48 - DATE LEASED OUT     60 - PARTS COST TD        72 - ITEM NAME STANDARD
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 2.

CALLS SCREEN:

This screen calls the Sort Selection or you may Enter '3' to go to the next page.

INSTRUCTION STEPS:

Step1:  Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria.  The user may cancel the transaction before attempting a sort by entering 'c' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4:  The user may exit the screen any time by entering 'X' in the exit field. The user will return to the NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

   a.    Descriptor must be entered

   b.    Descriptor number must be  01 thru 72

   c.    Descriptor number must be numeric

   d.    Operators must be (eq, lt, gt, ne, ge, le)

   e.    Date format must be 'yyyymmdd' or 'yyyymm'

f.    'X' to exit

## NEMS EQUIPMENT FILE AD HOC BY FIELD
## WHERE SELECTION SCREEN – PAGE 3

```
USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD        DATE: MM/DD/YY
PROGRAM: ADH930P2                                                 TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER   OPERATOR           SEARCH VALUE                AND/OR
           __              __      _____       ___
           __              __      _____

VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -DATE FORMAT 'YYYYMMDD' OR 'YYYYMM'

73 - CAPITAL AMT
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value for
the where clause.

CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 2.

CALLS SCREEN:

This screen calls Sort Selection

INSTRUCTION STEPS:

Step1:  Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages
and correct the identified field.

Press the 'ENTER' key.

Step 3:  When all error messages are corrected, a message will appear at the
bottom of the screen giving the number of selected records based on the
selection criteria.  The user may cancel the transaction before attempting a sort
by entering 'c' in the cancel field, or may continue with the ad hoc by pressing
the 'ENTER' key.

Step 4:  The user may exit the screen any time by entering 'X' in the exit field. The user will return to the NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

  a.  Descriptor must be entered

  b.  Descriptor number must be  73

  c.  Descriptor number must be numeric

  d.  Operators must be (eq, lt, gt, ne, ge, le)

  e.  Date format must be 'yyyymmdd' or 'yyyymm'

  f.  'X' to exit

### NEMS EQUIPMENT FILE BY FIELD SORT SELECTION MENU

```
USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD       DATE: MM/DD/YY
PROGRAM: ADH930P3                                                TIME: HH:MM:SS
ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS
TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:
         SORT:   __     __     __
         BREAK:   N      N      N
NOTE:   TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD
         CHANGE THE 'N' TO A 'Y'.

01 - ECN                  13 - CUST ACCT NUMBER      25 - CONTRACTOR TAG NO
02 - ITEM NAME            14 - CUSTODIAN NUMBER      26 - CONTRACTOR ACCT
03 - MFG CODE             15 - CUST ORG CODE         27 - EQUIP IN CODE
04 - MFG MODEL NUMBER     16 - USER NUMBER           28 - EQUIP OUT CODE
05 - MFG SERIAL NUMBER    17 - EQUIP ZIP CODE        29 - EQUIP MGMT CODE
06 - NATIONAL STOCK NO    18 - EQUIP BUILDING        30 - FREEZE NUMBER
07 - CAP/SENS CODE        19 - EQUIP ROOM            31 - LOAN/LEASE DOC NO
08 - AVAIL STATUS CODE    20 - EQUIP TYPE ACCT       32 - DATE INVENTORIED
09 - DATE INST ACQ        21 - OLD TAG NUMBER        33 - LAST TRANSACTION NO
10 - INSTALLATION SUB     22 - ACQ DOC CNTL NO       34 - DATE REPAIR RETURN
11 - UNIQUE EQUIP NO      23 - DATE AVAILABLE        35 - YEAR MANUFACTURED
12 - ACQ TRANS NUMBER     24 - DATE CALIBRATION DUE
```

PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

CALLED FROM SCREEN:

This screen is called by the where selection screen.

CALLS SCREEN:

This screen calls the NEMS Equipment File Field Selection for Display Screen.

INSTRUCTION STEPS:

Step 1:  Select the descriptor you wish the record to be sorted by up to three fields.  If you wish to display summary level information at break of each sort field change the 'N' to a 'Y'.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

EDIT CRITERIA:

a.  Descriptor number must be 01 thru 35

b.  Descriptor number must be numeric

c.  Break field must be equal to 'n' or 'y'

d.  'X' to exit

## NEMS EQUIPMENT FILE AD HOC BY FIELD
## DISPLAY SELECTION SCREEN 1

```
USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD       DATE: MM/DD/YY
PROGRAM: ADH930P4                                               TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:

    __   __   __   __   __   __   __   __   __   __
ENTER '2' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
01 - ECN                  14 - AVAIL STATUS CODE    27 - EQUIP BUILDING
02 - INSTALLATION NO      15 - DATE STATUS CODED    28 - EQUIP ROOM
03 - INSTALLATION ACCT    16 - DATE NASA ACQ        29 - EQUIP TYPE ACCT
04 - INSTALLATION SUB     17 - DATE INST ACQ        30 - DATE INVENTORIED
05 - ITEM NAME            18 - ACQ TRANS NUMBER     31 - OLD TAG NO
06 - MFG CODE             19 - ACQ ENTRY REF NO     32 - DATE AVAILABLE
07 - MFG NAME             20 - ACQ DOC CONTROL NO   33 - EST COST CODE
08 - MFG MODEL NUMBER     21 - CUST ACCT NUMBER     34 - CONDITION CODE
09 - MFG SERIAL NUMBER    22 - CUSTODIAN NUMBER     35 - UNIQUE EQUIP CODE
10 - YEAR MANUFACTURED    23 - CUSTODIAN ORG CODE   36 - HAZ MATERIAL CODE
11 - NATIONAL STOCK NO    24 - USER NUMBER          37 - PREC METAL CODE
12 - COST                 25 - USER NAME            38 - DATE LAST CALIBRATED
13 - CAP/SENS CODE        26 - EQUIP ZIP CODE       39 - DATE CALIBRATION DUE
                          (MORE FIELDS ON NEXT PAGE)
```

PURPOSE:

This screen lists page 1 of 2 pages of fields and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS Equipment File Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the Equipment Record Display Screen or the Display Selection Screen 2.

INSTRUCTION STEPS:

Step 1:  Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering an 'B'.

Press the 'ENTER' key.

Step 4:  The user may go to page 2 by entering '2' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the descriptor number (find) selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

 a.  Display field must be 01 thru 39

 b.  Display field number must be numeric

 c.  Must select a minimum of one display field

 d.  '2' to go to second page

 e.  'D' to download the data to the PC, or

 f.  'b' to run as an overnight report

 g.  'X' to exit

## NEMS EQUIPMENT FILE AD HOC BY FIELD
## DISPLAY SELECTION SCREEN 2

```
USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM: ADH930P4                                               TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
 __  __  __  __  __   __  __  __   __  __
ENTER '3' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
40 - DATE WRNTY EXP MAT   54 - EQUIP IN CODE          68 - CONTRACTOR RECEIVER
41 - DATE WRNTY EXP LABOR 55 - EQUIP OUT CODE          69 - INST RECEIVER
42 - OTHER AGENCY NO      56 - EQUIP MGMT CODE         70 - FREEZE NUMBER
43 - CONTRACTOR TAG NO    57 - IDLE EQUIP CODE         71 - PREVIOUS ECN
44 - CONTRACTOR ACCT      58 - LABOR COST LAST SERV    72 - LAST ENTRY REF NO
45 - LOAN/LEASE DOC NO    59 - LABOR COST YTD          73 - LAST TRANS NO
46 - DATE L/L/B IN DUE    60 - LABOR COST TD           74 - LOCAL DATA
47 - DATE LOANED OUT      61 - PARTS COST LAST SERV    75 - PREV CUST ACCT NO
48 - DATE LEASED OUT      62 - PARTS COST YTD          76 - DATE REPAIR DUE
49 - DATE SHIPPED         63 - PARTS COST TD           77 - ITEM NAME STANDARD
50 - DATE BORROWED OUT    64 - NO OF TIMES SERV        78 - CUSTODIAN MAIL
51 - DATE STORAGE DUE     65 - DATE LAST SERVICED      79 - CUSTODIAN PHONE
52 - DATE STORED IN       66 - CONTRACTOR CONVEYOR     80 - USER MAIL
53 - DATE L/L/B OUT DUE   67 - INST CONVEYOR           81 - USER PHONE
```

PURPOSE:

This screen lists page 2 of 3 pages fields and prompts the user to select the fields for display.

CALLED FROM SCREEN:

This screen is called by the Display Field Selection Screen 1.

CALLS SCREEN:

This screen calls the Find Selection Screen, or you may enter '3' to go to the next page.

INSTRUCTION STEPS:

Step 1:  Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Equipment File Ad hoc By Filed Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

   a.  Display fields must be 01 thru 81

   b.  Display field number must be numeric

   c.  Must select a minimum of one display field

   d.  '3 to go to third page

   e.  'D' to download the data to the PC, or

   f.  'b' to run as an overnight report

   g.  'X' to exit

### NEMS EQUIPMENT FILE AD HOC BY FIELD DISPLAY SCREEN

```
                      NEMS EQUIPMENT FILE ADHOC BY FIELD
   ECN
  -------

 G017598
 G017657
 1533896
 G018971
 G019517
 G020050
 G020051
 G021971
 G021972
 G021974
 G023250
 G023764
 G023765
 1533897
 G023989
 G024028
 G024029

 ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N
```

PURPOSE:

This screen displays all the requested fields with default column headers.

CALLED FROM SCREEN:

This screen is called by the Select Field For Display Menu

CALLS SCREEN:

This screen calls the next page of Display Screen if any or Equipment File Ad hoc By Field Menu.

INSTRUCTION STEPS:

Step 1:  examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  Enter 'N' to go to the next screen of data.  Enter 'R' to re-display the output starting from page 1.  Enter 'X' exit the screen and return to the NEMS Equipment Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

   'N' to view next page

   'R' to review

   'X' to exit

# NEMS EQUIPMENT FILE AD HOC BY FIELD
# NEMS REPORT DISTRIBUTION INFORMATION SCREEN

```
USER-ID: XXXXX                      NEMS                    DATE: MM/DD/YY
PROGRAM: ADH999P1   REPORT DISTRIBUTION INFORMATION         TIME: HH:MM:SS

EFFECTIVE DATE (YY MM DD): __ __ __

DISTRIBUTION: NEMS CONTROL_____

MAIL STOP: 4471___

NUMBER OF COPIES: 01

PRINTER DESTINATION CODE: 041_____

REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P

BINDING INSTRUCTIONS (IF XEROX): _
      G - GLUE BOUND     U - UNBOUND
      S - STAPLED        V - VELOBOUND


                                        ENTER 'C' TO CANCEL: _
```

PURPOSE:

This screen lists the default report distribution information.  The user may modify
it as their needs require.  This distribution information will be used for this run
only; the default information is unaffected.

CALLED FROM SCREEN:

This screen is called by the NEMS Equipment File Display Selection Screen
when the "b" (Batch) option is used.

CALLS SCREEN:

Upon completion, this screen calls the NEMS Equipment File Find Selection
Menu.

INSTRUCTION STEPS:

Step 1:  The default report distribution information will be displayed on the
screen.  Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the
messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field.  The user will return to the NEMS Monthly Transaction File Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Effective Date:

    a.  Mandatory

    b.  Must be numeric

    c.  Must be in format 'yy mm dd'

    d.  Must be greater than or equal to the current date

Distribution:

    a.  Mandatory

    b.  No further edits

Mail Stop:

    a.  Mandatory

    b.  No further edits

Number of Copies:

    a.  Mandatory

    b.  Must be numeric between 1 and 99

Printer Destination Code:

    a.  Mandatory

    b.  No further edits

Report Print Type:

    a.  Mandatory

b. Must be 'X' or 'p'

Binding Instructions:

a. Currently not used

**NEMS HISTORY FILE AD HOC - ECN SELECTION SCREEN**

```
USER-ID: XXXXX                      NEMS                    DATE: MM/DD/YY
PROGRAM: ADH940P1          HISTORY FILE ADHOC BY ECN        TIME: HH:MM:SS


ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____

START AT PAGE (1,2,3): 1
```

PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the History Record Display Screen – page 1, 2 or 3 as indicated.

INSTRUCTION STEPS:

Step 1:  Enter the ECN of the record to be displayed.  Optionally enter page 2 or 3, or accept the default, page 1.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid ECN or 'X'

## NEMS HISTORY RECORD BY ECN – PAGE 1 OF 3

```
 USER-ID: XXXXX                    NEMS                     DATE: MM/DD/YY
 PROGRAM: ADH940P1      HISTORY RECORD - PAGE 1 OF 3        TIME: HH:MM:SS
 ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____
 HISTORY KEY:
 ECN:                        ITEM NAME: TEST
 PREV ECN:        NEW:       MANUF CODE:
 OLD TAG NO:                 MANUF NAME:
 NAT STOCK NO:               MANUF MODEL NO:
 EQUIPMENT TYPE ACCT:        MANUF SERIAL NO:
 UNIQUE EQUIP NO:            YEAR MANUFACTURED:
 COST:                ACQ DOCUMENT CONTROL NO:
 CUST NO:        MAIL        ACQ ERN:          LAST ERN:
 CUST NAME:                  ACQ TRAN NO:      LAST TRAN NO:
 CUST ACCT:       PREV:      LOAN/LEASE DOCUMENT NO:
 CUSTODIAN ORG CODE:         EQUIPMENT LOCATION-ZIP CODE:
 CUST PHONE:                 EQUIPMENT LOCATION-BUILDING NO:
 USER NO:        MAIL:       EQ LOC-BLDG NAME: OFFICE BUILDING
 USER NAME:                  EQUIPMENT LOCATION-ROOM:      LOCATION:
 USER PHONE:                 CONTRACTOR TAG NO:
 INSTALLATION NUMBER:        CONTRACTOR NO ACCT:
 INSTALLATION NO CONV:       CONTRACTOR NO CONV:
 INSTALLATION NO RECV:       CONTRACTOR NO RECV:
 OTHER AGENCY NO:            FREEZE NO:
```

PURPOSE:

This menu lists page 1 of 3 pages of data from the History File record.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, control is passed to page 2.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS HISTORY RECORD BY ECN PAGE 2 OF 3

```
USER-ID: XXXXX                    NEMS                      DATE: MM/DD/YY
PROGRAM: ADH940P1      HISTORY RECORD - PAGE 2 OF 3         TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN:                          ITEM NAME: TEST
CODES ----------  DATES -------------------- DATES ------------------------
CAP/SENS:         NASA ACQUIRED:             LAST SERVICED:
AVAIL STATUS:     INST ACQUIRED:             LOAN/LEASE/BRW IN DUE:
CONDITION:        WRNTY (MATER) EXP:         LOAN/LEASE/BRW OUT DUE:
EST COST:         WRNTY (LABOR) EXP:         LOANED OUT:
HAZ MAT:          STATUS CODED:              LEASED OUT:
PREC MET:         AVAILABLE:                 BORROWED OUT:
IDLE EQ:          INVENTORIED:               STORED IN:
EQUIP MNGMT:      LAST CALIBRATED:           STORAGE DUE:
IN:    OUT:       CALIBRATION DUE:           SHIPPED TO OTHER INST:
ITM STD:          DATE DELETED:              DATE REPAIR DUE:

                     LABOR      PARTS
COST LAST SERVICE:                          NUMBER
COST YEAR TO DATE:                          OF TIMES
COST TO DATE:                               SERVICED:
LOCAL
DATA: TEST
```

PURPOSE:

This screen lists page 2 or 3 pages of data from the History File record.

CALLED FROM SCREEN:

This screen is called by page 1 of data, or by the ECN selection screen.

CALLS SCREEN:

Upon completion, control is passed to page 3.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering 'X' in the exit field. The user will return to the ECN Selection Screen.  The user may also enter the new ECN.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS HISTORY RECORD BY ECN PAGE 3 OF 3

```
USER-ID: XXXXX                       NEMS                    DATE: MM/DD/YY
PROGRAM: ADH940P1        HISTORY RECORD - PAGE 3 OF 3        TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: N900027                    ITEM NAME: TEST


CAPITALIZATION AMT:
ORG COST ACCT: OCA              PROG COST ACCT: PCA
PREV ORG COST ACCT:             PREV PROG COST ACCT:
   TRANS-       ENTRY                    NPDMS      NPDMS
   ACTION     REFERENCE                  TRANS-    REFERENCE
    NOS         NOS                       NOS        NOS
    ---      ----------                   ---     ----------
    03       8190609001
    68       8190609002
    15       8190609003
    68       8190609004
    15       8190609005
    82       8190609006
    15       8190609007
    83       8190609008
    15       8190609009
    74       8190609010
```

PURPOSE:

This screen lists page 3 or 3 pages of data from the History File record.

CALLED FROM SCREEN:

This screen is called by page 2 of data, or by the ECN selection screen.

CALLS SCREEN:

Upon completion, control is passed to page 1.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering 'X' in the exit field. The user will return to the ECN Selection Screen. The user may also enter the new ECN.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS HISTORY FILE AD HOC BY FIELD
## FIND SELECTION SCREEN

```
 USER-ID: XXXXX           NEMS HISTORY FILE ADHOC BY FIELD      DATE: MM/DD/YY
 PROGRAM: ADH950P1                                              TIME: HH:MM:SS

 ENTER THE SELECTION CRITERIA OR 'X' TO EXIT

 '('  DESCRIPTOR NUMBER OPERATOR           SEARCH VALUE          ')'   AND/OR
  _        __          __      _____          ___
  _        __          __      _____   _      ___
           __          __      _____   _      _
 VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'

 01 - HISTORY KEY         08 - COST               15 - UNIQUE EQUIP NO
 02 - ECN                 09 - ACQ TRANS NUMBER   16 - INSTALLATION SUB
 03 - ITEM NAME           10 - DATE INVENTORIED   17 - ACQ DOC CNTL NO
 04 - MFG CODE            11 - OLD TAG NUMBER      18 - LAST TRANS NO
 05 - MFG MODEL NUMBER    12 - CONTRACTOR ACCT
 06 - MFG SERIAL NUMBER   13 - DELETE DATE
 07 - YEAR MFG            14 - LOAN/LEASE DOC NO
```

PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the Where Clause Selection Screen.

INSTRUCTION STEPS:

Step 1: Enter the Descriptor Number , Operator and Search value.

Press the 'ENTER' key.

Step 2: If error message appear at bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 18

c. Descriptor number must be numeric

d. Operators must be (eq, lt, gt, ne, ge, le)

e. Date format must be yyyymmdd'

f. 'X' to exit

# NEMS HISTORY FILE AD HOC BY FIELD
# WHERE SELECTION SCREEN – PAGE 1

```
 USER-ID: XXXXX          NEMS HISTORY FILE ADHOC BY FIELD       DATE: MM/DD/YY
 PROGRAM: ADH950P2                                              TIME: HH:MM:SS

 ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
      DESCRIPTOR NUMBER OPERATOR           SEARCH VALUE              AND/OR
              __            __    _____      ___
              __            __    _____      ___
 ENTER '2' TO GO TO NEXT PAGE: _  FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
 VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'
 01 - HISTORY KEY        13 - DELETE DATE         25 - CUST ACCT NUMBER
 02 - ECN               14 - LOAN/LEASE NO        26 - CUSTODIAN NUMBER
 03 - ITEM NAME         15 - UNIQUE EQUIP NO      27 - CUST ORG CODE
 04 - MFG CODE          16 - INSTALLATION SUB     28 - USER NUMBER
 05 - MFG MODEL NUMBER  17 - ACQ DOC CNTL NO      29 - EQUIP ZIP CODE
 06 - MFG SERIAL NUMBER 18 - NATIONAL STOCK NO    30 - EQUIP BUILDING
 07 - YEAR MFG          19 - CAP/SENS CODE        31 - EQUIP ROOM
 08 - COST              20 - AVAIL STATUS CODE    32 - EQUIP TYPE ACCT
 09 - ACQ TRANS NUMBER  21 - DATE STATUS CODED    33 - DATE AVAILABLE
 10 - DATE INVENTORIED  22 - DATE NASA ACQ        34 - EST COST CODE
 11 - OLD TAG NUMBER    23 - DATE INST ACQ        35 - CONDITION CODE
 12 - CONTRACTOR ACCT   24 - ACQ ENTRY REF NO     36 - HAZ MATERIAL CODE
```

PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search Value for the where clause.

CALLED FROM SCREEN:

This screen is called by the find the selection screen.

CALLS SCREEN:

This screen calls the sort selection screen or the Where Selection Screen page 2.

INSTRUCTION STEPS:

Step 1:  Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria.  The user may cancel the transaction before attempting a sort by entering  a 'C' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4:  The user may go to the second page by entering '2' in the page field or the user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the find selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

a.   Descriptor must be entered

b.   Descriptor number must be 01 thru 36

c.   Descriptor number must be numeric

d.   Operators must be (eq, lt, gt, ne, ge, le)

e.   Date format must be 'yyyymmdd' or 'yyyymm'

f.   '2' to go to second page

g.   'X' to exit

## NEMS HISTORY FILE AD HOC BY FIELD
## WHERE SELECTION SCREEN – PAGE 2

```
USER-ID:XXXXX           NEMS HISTORY FILE ADHOC BY FIELD        DATE: MM/DD/YY
PROGRAM: ADH950P2                                               TIME: HH:MM:SS


ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER OPERATOR              SEARCH VALUE              AND/OR
          __          __      _____      ___
          __          __      _____      ___
ENTER '3' TO GO TO NEXT PAGE: _  FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'
37 - PREC METAL CODE      49 - DATE STORAGE DUE     61 - PARTS COST TD
38 - DATE LAST CALIBRATED 50 - DATE STORED IN       62 - NO OF TIMES SERV
39 - DATE CALIBRATION DUE 51 - DATE L/L/B OUT DUE   63 - DATE LAST SERV
40 - DATE WRNTY EXP MAT   52 - EQUIP IN CODE         64 - CONTRACTOR CONVEYOR
41 - DATE WRNTY EXP LABOR 53 - EQUIP OUT CODE        65 - INST CONVEYOR
42 - OTHER AGENCY NO      54 - EQUIP MGMT CODE       66 - CONTRACTOR RECEIVER
43 - CONTRACTOR TAG NO    55 - IDLE EQUIP CODE       67 - INST RECEIVER
44 - DATE L/L/B IN DUE    56 - LABOR COST LAST SERV  68 - FREEZE NUMBER
45 - DATE LOANED OUT      57 - LABOR COST YTD        69 - PREVIOUS ECN
46 - DATE LEASED OUT      58 - LABOR COST TD         70 - LAST ENTRY REF NO
47 - DATE SHIPPED         59 - PARTS COST LAST SERV  71 - LAST TRANS NO
48 - DATE BORROWED OUT    60 - PARTS COST YTD        72 - PREC CUST ACCT NO
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 2.

CALLS SCREEN:

This screen calls Sort Selection or you may Enter '3' to go to the next page.

INSTRUCTION STEPS:

Step1:  Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria.  The user may cancel the transaction before attempting a sort by entering 'c' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4:  The user may exit the screen any time by entering 'X' in the exit field. The user will return to the NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

a.  Descriptor must be entered

b.  Descriptor number must be  01 thru 72

c.  Descriptor number must be numeric

d.  Operators must be (eq, lt, gt, ne, ge, le)

e.  Date format must be 'yyyymmdd' or 'yyyymm'

f.  'X' to exit

## NEMS HISTORY FILE AD HOC BY FIELD
## WHERE SELECTION SCREEN – PAGE 3

```
USER-ID: MSCKT           NEMS HISTORY FILE ADHOC BY FIELD       DATE: MM/DD/YY
PROGRAM: ADH950P2                                               TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER OPERATOR            SEARCH VALUE              AND/OR
           __          __    _____        ___
           __          __    _____
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'
73 - DATE REPAIR RETURN
74 - ITEM NAME STANDARD
75 - NEW ECN
76 - CAPITAL AMT
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value for
the where clause.

CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 2.

CALLS SCREEN:

This screen calls the Where Selection Screen page 3.

INSTRUCTION STEPS:

Step 1:  Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the
messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  When all error messages are corrected, a message will appear at the
bottom of the screen giving the number of selected records based on the
selection criteria.  The user may cancel the transaction before attempting a sort

by entering a 'c' in the cancel field, or may continue with the ad hoc pressing the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

   a.   Descriptor must be entered

   b.   Descriptor number must be 01 thru 76

   c.   Descriptor number must be numeric

   d.   Operators must be (eq, lt, gt, ne, ge le)

   e.   Date format must be 'yyyymmdd' or 'yyyy'

   f.   'X' to exit

## NEMS HISTORY FILE BY FIELD SORT SELECTION MENU

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD        DATE: MM/DD/YY
PROGRAM: ADH950P3                                              TIME: HH:MM:SS


ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS
TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:
        SORT:    __    __    __
        BREAK:   N     N     N
NOTE:  TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD
       CHANGE THE 'N' TO A 'Y'.

01 - HISTORY KEY         08 - COST              15 - UNIQUE EQUIP NO
02 - ECN                 09 - ACQ TRANS NUMBER  16 - INSTALLATION SUB
03 - ITEM NAME           10 - DATE INVENTORIED  17 - ACQ DOC CNTL NO
04 - MFG CODE            11 - OLD TAG NUMBER     18 - LAST TRANS NO
05 - MFG MODEL NUMBER    12 - CONTRACTOR ACCT    19 - EQUIP ZIP CODE
06 - MFG SERIAL NUMBER   13 - DELETE DATE        20 - EQUIP BUILDING
07 - YEAR MFG            14 - LOAN/LEASE DOC NO  21 - EQUIP ROOM
```

PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

CALLED FROM SCREEN:

This screen is called by the Where Selection Screen.

CALLS SCREEN:

This screen calls the NEMS Equipment File Field Selection for Display Screen.

INSTRUCTION STEPS:

Step 1:  Select the descriptor you wish the record to be sorted by up to three fields.  If you wish to display summary level information at break of each sort field change the 'N' to a 'Y'.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

EDIT CRITERIA:

  a.  Descriptor number must be 01 thru 21

  b.  Descriptor number must be numeric

  c.  Break field must be equal to 'n' or 'y'

  d.  'X' to exit

**NEMS HISTORY FILE AD HOC BY FIELD
DISPLAY SELECTION SCREEN 1**

```
USER-ID: XXXXX          NEMS HISTORY FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM: ADH950P4                                            TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
  __   __   __   __   __   __   __   __   __   __
ENTER '2' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
01 - HISTORY KEY          15 - AVAIL STATUS CODE     29 - EQUIP ROOM
02 - ECN                  16 - DATE STATUS CODED     30 - EQUIP TYPE ACCT
03 - INSTALLATION NUMBER  17 - DATE NASA ACQ         31 - DATE INVENTORIED
04 - INSTALLATION ACCT    18 - DATE INST ACQ         32 - OLD TAG NUMBER
05 - INSTALLATION SUB     19 - ACQ TRANS NUMBER      33 - DATE AVAILABLE
06 - ITEM NAME            20 - ACQ ENTRY REF NO      34 - EST COST CODE
07 - MFG CODE             21 - ACQ DOC CNTL NO       35 - CONDITION CODE
08 - MFG NAME             22 - CUSTODIAN ACCT NO     36 - UNIQUE EQUIP NUMBER
09 - MFG MODEL NUMBER     23 - CUSTODIAN NUMBER      37 - HAZ MATERIAL CODE
10 - MFG SERIAL NUMBER    24 - CUST ORG CODE         38 - PREC METAL CODE
11 - YEAR MFG             25 - USER NUMBER           39 - DATE LAST CALIBRATED
12 - NATIONAL STOCK NO    26 - USER NAME             40 - DATE CALIBRATION DUE
13 - COST                 27 - EQUIP ZIP CODE        41 - DATE WRNTY EXP MAT
14 - CAP/SENS CODE        28 - EQUIP BUILDING        42 - DATE WRNTY EXP LABOR
                          (MORE FIELDS ON NEXT PAGE)
```

PURPOSE:

This screen lists page 1 or 3 pages of fields and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS History File Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the History Record Display Screen or the Display Selection Screen   2.

INSTRUCTION STEPS:

Step 1:  Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may go to page 2 by entering  '2' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the descriptor number (find) selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

  a.   Display field must be 01 thru 42

  b.   Display field number must be numeric

  c.   Must select a minimum of one display field

  d.   '2' to go to second page

  e.   'D' to download the data to the PC, or

  f.   'B' to run as an overnight report

  g.   'X' to exit

**NEMS HISTORY FILE AD HOC BY FIELD
DISPLAY SELECTION SCREEN 2**

```
USER-ID: XXXXX          NEMS HISTORY FILE ADHOC BY FIELD       DATE: MM:DD:YY
PROGRAM: ADH950P4                                              TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
__  __  __  __  __   __  __  __  __  __
ENTER '3' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
43 - OTHER AGENCY NO      57 - EQUIP MGMT CODE       71 - FREEZE NUMBER
44 - CONTRACTOR TAG NO    58 - IDLE EQUIP CODE       72 - PREVIOUS ECN
45 - CONTRACTOR ACCT      59 - LABOR COST LAST SERV  73 - LAST ENTRY REF NO
46 - LOAN/LEASE DOC NO    60 - LABOR COST YTD        74 - LAST TRANS NUMBER
47 - DATE L/L/B IN DUE    61 - LABOR COST TD         75 - LOCAL DATA
48 - DATE LOANED OUT      62 - PARTS COST LAST SERV  76 - DELETE DATE
49 - DATE LEASED OUT      63 - PARTS COST YTD        77 - PREV CUST ACCT NO
50 - DATE SHIPPED         64 - PARTS COST TD         78 - DATE REPAIR RETURN
51 - DATE BORROWED OUT    65 - NO OF TIMES SERV      79 - ITEM NAME STANDARD
52 - DATE STORAGE DUE     66 - DATE LAST SERV        80 - NEW ECN
53 - DATE STORED IN       67 - CONTRACTOR CONVEYOR   81 - CUSTODIAN MAIL
54 - DATE L/L/B OUT DUE   68 - INST CONVEYOR         82 - CUSTODIAN PHONE
55 - EQUIP IN CODE        69 - CONTRACTOR RECEIVER   83 - USER MAIL
56 - EQUIP OUT CODE       70 - INST RECEIVER         84 - USER PHONE
```

PURPOSE:

This screen lists page 2 or 3 pages of fields and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS History File Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the History Record Display Screen or the Display Selection Screen 2.

INSTRUCTION STEPS:

Step 1:  Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may go to page 2 by entering  '2' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the descriptor number (find) selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

    a.  Display field must be 01 thru 84

    b.  Display field number must be numeric

    c.  Must select a minimum of one display field

    d.  '3' to go to third page

    e.  'D' to download the data to the PC, or

    f.  'B' to run as an overnight report

    g.  'X' to exit

**NEMS HISTORY FILE AD HOC BY FIELD
DISPLAY SELECTION SCREEN 3**

```
USER-ID: XXXXX        NEMS HISTORY FILE ADHOC BY FIELD        DATE: MM:DD:YY
PROGRAM: ADH950P4                                             TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
 __  __  __  __  __  __  __  __  __  __
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _

85 - LOCATION
86 - CAPITAL AMT
87 - ORG COST ACCT
88 - PROG COST ACCT
89 - PREV ORG COST ACCT
90 - PREV PROG COST ACCT
```

PURPOSE:

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

CALLED FROM SCREEN:

This screen is called by the Display Selection Screen 2.

CALLS SCREEN:

This screen calls the Field Display Screen.

INSTRUCTION STEPS:

Step 1:  Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2:  If error messages appear at the  bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Equipment File Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

    a.  Display fields must be 01 thru 90

    b.  Display filed numbers must be numeric

    c.  Must select a minimum of one display field

    d.  'D' to download the data to the PC, or

    e.  'B' to run as an overnight report

    f.  'X' to exit

**NEMS HISTORY FILE AD HOC BY FIELD DISPLAY SCREEN**

```
                    NEMS HISTORY FILE ADHOC BY FIELD
   ECN
 -------

 A123456
 A123456
 A123457
 A123458
 A123459
 A123460
 A190101
 C000001
 C000002
 C000005
 C000005
 C000006
 C000007
 C000025
 C000025
 C000025

 ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N
```

PURPOSE:

This screen displays all the requested fields with default column headers.

CALLED FROM SCREEN:

This screen is called by the Select Field For Display Menu

CALLS SCREEN:

This screen calls the next page of Display Screen if any or History File Ad hoc By Field Menu.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  Enter the 'N'  to go to the next screen of data.  Enter 'R' to re-display the output starting from page 1.  Enter 'X' exit the screen and return to the NEMS History Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

'N' to view next page

'R' to review

'X' to exit

**NEMS HISTORY FILE AD HOC BY FIELD**
**NEMS REPORT DISTRIBUTION INFORMATION SCREEN**

```
USER-ID: XXXXX                    NEMS                  DATE: MM/DD/YY
PROGRAM: ADH999P1   REPORT DISTRIBUTION INFORMATION    TIME: HH:MM:SS

EFFECTIVE DATE (YY MM DD): __ __ __

DISTRIBUTION: NEMS CONTROL_____

MAIL STOP: 4471___

NUMBER OF COPIES: 01

PRINTER DESTINATION CODE: 041_____

REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P

BINDING INSTRUCTIONS (IF XEROX): _
      G - GLUE BOUND     U - UNBOUND
      S - STAPLED        V - VELOBOUND


                                      ENTER 'C' TO CANCEL: _
```

PURPOSE:

This screen lists the default report distribution information.  The user may modify
it as their needs require.  This distribution information will be used for this run
only; the default information is unaffected.

CALLED FROM SCREEN:

This screen is called by the NEMS History File Display Selection Screen when
the "b" (Batch) option is used.
CALLS SCREEN:

Upon completion, this screen calls the NEMS History File Find Selection Menu.

INSTRUCTION STEPS:

Step 1:  The default report distribution information will be displayed on the
screen.  Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the
messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field.  The user will return to the NEMS Monthly Transaction File Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Effective Date:

   a.  Mandatory

   b.  Must be numeric

   c.  Must be in format 'yy mm dd'

   d.  Must be greater than or equal to the current date

Distribution:

   a.  Mandatory

   b.  No further edits

Mail Stop:

   a.  Mandatory

   b.  No further edits

Number of Copies:

   a.  Mandatory

   b.  Must be numeric between 1 and 99

Printer Destination Code:

   a.  Mandatory

   b.  No further edits

Report Print Type:

a. Mandatory

b. Must be 'X' or 'p'

Binding Instructions:

a. Currently not used

## NEMS MONTHLY TRANSACTION FILE AD HOC – ECN SELECTION SCREEN

```
USER-ID: XXXXX                      NEMS                    DATE: MM/DD/YY
PROGRAM: ADH960P1    MONTHLY TRANSACTION FILE ADHOC BY ECN   TIME: HH:MM:SS


ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____

START AT PAGE (1,2,3): 1
```

PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu

CALLS SCREEN:

This screen calls the Sequence Number Selection Screen or the Monthly Transaction Record Display  Screen – page 1, 2 or 3 as indicated.

INSTRUCTION STEPS:

Step 1:  Enter the ECN of the record to be displayed.

Optionally enter page 2 , 3 or accept the default , page 1.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid ECN or 'X'

**SELECT NEMS MONTHLY TRANSACTION FILE BY ECN**

```
 USER-ID: XXXXX                        NEMS                  DATE: MM/DD/YY
 PROGRAM: ADH960P1      MONTHLY TRANSACTION FILE ADHOC BY ECN  TIME: HH:MM:SS

                                   TRANSACTION
  ECN     SEQUENCE NO   TRANS NO      DATE        TIME       ENTRY REF NO
 V000001       1          01       98/08/24    11:47:31:7    0882368032
 V000001       2          25       98/08/24    11:48:55:4    0882368033
 V000001       3          65       98/08/24    11:49:52:8    0882368034




 ENTER THE SEQUENCE NUMBER OR 'X' TO EXIT OR ' ' TO CONTINUE: ___
```

PURPOSE:

This menu lists all the monthly transactions for the ECN entered on the ECN Selection Screen.  Up to fifteen per page.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

CALLS SCREEN:

This screen calls the NEMS Monthly Transaction Record Screen – page 1, 2 or 3 indicated.  Upon completion, control is returned to the ECN selection screen.

INSTRUCTION STEPS:

Step 1:  Select the monthly transaction you wish to see.  Enter the sequence number, assigned above on  the screen, or leave it Blank.  When entering a only be a valid  sequence number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the EXIT field.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid sequence number, Blank or 'X'

### NEMS MONTHLY TRANSACTION RECORD – PAGE 1 OF 3

```
USER-ID: XXXXX          NEMS MONTHLY TRANSACTION RECORD      DATE: MM/DD/YY
PROGRAM: ADH960P1              PAGE 1 OF 3                    TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____

ECN:                              TRANSACTION NUMBER:
PREVIOUS ECN:                     ENTRY REFERENCE NUMBER:
UNIQUE EQUIP NO:                  TRANSACTION DATE:
COST:                     TRANSACTION TIME:
PREVIOUS COST:                    NEMS USER ID:
CUSTODIAN NO:                     ITEM NAME:
PREVIOUS CUST NO:                 MANUF CODE:
CUST NAME:                        MANUF NAME:
CUSTODIAN ACCT NO:                MANUF MODEL NO:
PREVIOUS CUST ACCT NO:            MANUF SERIAL NO:
USER NO:                          YEAR MANUFACTURED:
PREVIOUS USER NO:                 NATIONAL STOCK NO:
USER NAME:                        PREV NAT STOCK NO:
EQUIP LOC-BLDG NO:                EQ LOC-BLDG NAME: OFFICE BUILDING
EQUIPMENT LOCATION-ROOM:          EQUIPMENT LOCATION-ZIP CODE:
INSTALLATION NO ACCT:             CONTRACTOR TAG NO:
INSTALLATION NO SUB:              CONTRACTOR NO ACCT:
INSTALLATION NO CONV:             CONTRACTOR NO CONV:
INSTALLATION NO RECV:             CONTRACTOR NO RECV:
```

PURPOSE:

This  screen lists the first of three pages of data from the Monthly Transaction File Record.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen or the Sequence Number Selection Screen when there is more than 1 transaction.

CALLS SCREEN:

Upon completion, control is passed to page 2.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.  Use Print Screen capability if so desired.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The use may exit the screen at any time by entering an 'X' in the EXIT field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## NEMS MONTHLY TRANSACTION RECORD – PAGE 2 OF 3

```
USER-ID: XXXXX            NEMS MONTHLY TRANSACTION RECORD      DATE: MM/DD/YY
PROGRAM: ADH960P1               PAGE 2 OF 3                    TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____

ECN:                        ITEM NAME: COMPUTER
CAP/SENS CODE:              ITEM NAME STD:
PREV CAP/SENS CODE:         DATE NASA ACQ:          DATE INST ACQ:
AVAIL STATUS CODE:          ACQ DOC CNTL NO:
PREV AVAIL STAT CODE:       DATE WRNTY EXP (MAT):         (LABOR):
CONDITION CODE:             DATE AVAILABLE:
EST COST CODE:              DATE INVENTORIED:
HAZ MATERIAL CODE:          DATE STORAGE DUE:
PREC METAL CODE:            DATE SHIPPED OTHER INST:
IDLE EQUIP CODE:            DATE LAST CALIBRATED:         DUE:
EQUIP MGMNT CODE:           DATE LAST SERVICED:
ADJ DOC REF NO:             COST LAST SERV (PARTS):       (LABOR):
ADJUST COST:                LOAN/LEASE DOCUMENT NO:
RECON CODE:                 DATE LOAN/LEASE/BRW IN DUE:        OUT:
OTHER AGENCY NO:            DATE REPAIR RETURN DUE:
FREEZE NUMBER:              DATE LOANED OUT:
PRINT NEMS-1:               DATE LEASED OUT:
LOCAL                       DATE BORROWED OUT:
DATA:
```

PURPOSE:

This screen lists the second of three pages of data from the Monthly Transaction File record.

CALLED FROM SCREEN:

This screen is called by page 1 of data, or by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, control is passed to page 3.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error  messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER'  key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'


**NEMS MONTHLY TRANSACTION RECORD – PAGE 2 OF 3**

```
 USER-ID: XXXXX            NEMS MONTHLY TRANSACTION RECORD       DATE: MM/DD/YY
 PROGRAM: ADH960P1                   PAGE 3 OF 3                 TIME: HH:MM:SS
 ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____

 ECN:                        ITEM NAME: COMPUTER
 CAPITAL AMT:                PREV CAPITAL AMT:
 ORG COST ACCT:              PROG COST ACCT:
 PREV ORG COST ACCT:         PREV PROG COST ACCT:
```

PURPOSE:

This screen lists page 3 or 3 pages of data from the Monthly File record.

CALLED FROM SCREEN:

This screen is called by page 2 of data, or by the ECN selection screen.

CALLS SCREEN:

Upon completion,  control is passed to page 1.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering 'X' in the exit field.
The user will return to the ECN Selection Screen.  The user may also enter the
new ECN.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

### NEMS MONTHLY TRANSACTION FILE AD HOC BY FIELD
### FIND SELECTION SCREEN

```
USER-ID: XXXXX      NEMS MONTHLY TRANS FILE ADHOC BY FIELD     DATE: MM/DD/YY
PROGRAM: ADH970P1                                              TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA OR 'X' TO EXIT

'('  DESCRIPTOR NUMBER  OPERATOR         SEARCH VALUE         ')'    AND/OR
 _         __           __      _____         ___
 _         __           __      _____  _      ___
           __           __      _____  _

VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'

01 - ECN                07 - CUSTODIAN NUMBER    13 - CONTRACTOR ACCT
02 - ITEM NAME          08 - USER NUMBER         14 - ENTRY REFERENCE NO
03 - MFG CODE           09 - EQUIP ZIP CODE      15 - TRANSACTION NUMBER
04 - MFG MODEL NUMBER   10 - EQUIP BUILDING      16 - LOAN/LEASE DOC NO
05 - AVAIL STATUS CODE  11 - UNIQUE EQUIP NUMBER
06 - CUSTODIAN ACCT NO  12 - CONTRACTOR TAG NO
```

PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the Where Clause Selection Screen.

INSTRUCTION STEPS:

Step 1:  Enter the Descriptor Number , Operator and Search value.

Press the 'ENTER' key.

Step 2:  If error message appear at bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

   a.   Descriptor must be entered

   b.   Descriptor number must be 01 thru 16

   c.   Descriptor number must be numeric

   d.   Operators must be (eq, lt, gt, ne, ge, le)

   e.   Date format must be yyyymmdd'

   f.   'X' to exit

## NEMS MONTHLY FILE AD HOC BY FIELD
## WHERE SELECTION SCREEN – PAGE 1

```
USER-ID: XXXXX          NEMS MONTHLY TRANS FILE            DATE: MM/DD/YY
PROGRAM: ADH970P2          ADHOC BY FIELD                  TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE 'X' TO EXIT
      DESCRIPTOR NUMBER  OPERATOR           SEARCH VALUE              AND/OR
             __          __      _____        ___
             __          __      _____
ENTER '2' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'
01 - ECN                13 - CONTRACTOR ACCT    25 - ACQ DOC CNTL NO
02 - ITEM NAME          14 - ENTRY REFERENCE NO 26 - EQUIP ROOM
03 - MFG CODE           15 - TRANSACTION NUMBER 27 - DATE INVENTORIED
04 - MFG MODEL NUMBER   16 - LOAN/LEASE DOC NO  28 - DATE AVAILABLE
05 - AVAIL STATUS CODE  17 - INSTALLATION SUB   29 - EST COST CODE
06 - CUST ACCT NUMBER   18 - MFG SERIAL NUMBER  30 - CONDITION CODE
07 - CUSTODIAN NUMBER   19 - YEAR MANUFACTURED  31 - HAZ MATERIAL CODE
08 - USER NUMBER        20 - NATIONAL STOCK NO  32 - PRECIOUS METAL CODE
09 - EQUIP ZIP CODE     21 - COST               33 - DATE LAST CALIBRATED
10 - EQUIP BUILDING     22 - CAP/SENS CODE      34 - DATE CALIBRATION DUE
11 - UNIQUE EQUIP NUMBER 23 - PREV AVAIL STATUS CDE 35 - DATE WRNTY EXP MAT
12 - CONTRACTOR TAG NO  24 - DATE INST ACQ      36 - DATE WRNTY EXP LABOR
```

PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search Value for the where clause.

CALLED FROM SCREEN:

This screen is called by the find the selection screen.

CALLS SCREEN:

This screen calls the sort selection screen or the Where Selection Screen page 2.

INSTRUCTION STEPS:

Step 1:  Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria.  The user may cancel the transaction before attempting a sort by entering a 'C' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4:  The user may go to the second page by entering '2' in the page field or the user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the find selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

 a.  Descriptor must be entered

 b.  Descriptor number must be 01 thru 36

 c.  Descriptor number must be numeric

 d.  Operators must be (eq, lt, gt, ne, ge, le)

e. Date format must be 'yyyymmdd' or 'yyyymm'

f. '2' to go to second page

h. 'X' to exit

**NEMS MONTHLY FILE AD HOC BY FIELD
WHERE SELECTION SCREEN – PAGE 2**

```
USER-ID: XXXXX            NEMS MONTHLY TRANS FILE              DATE: MM/DD/YY
PROGRAM: ADH970P2           ADHOC BY FIELD                     TIME: HH:MM:SS


ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR         SEARCH VALUE              AND/OR
          __            __      _____      ___
          __            __      _____      ___
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  -- DATE FORMAT 'YYYYMMDD'

37 - OTHER AGENCY NO     49 - DATE LAST SERV       61 - ADJ DOC REFERENCE
38 - DATE L/L/B IN DUE   50 - CONTRACTOR CONVEYOR  62 - PREV CUST ACCT NO
39 - DATE LOANED OUT     51 - INST CONVEYOR        63 - PREV NAT STOCK NO
40 - DATE LEASED OUT     52 - CONTRACTOR RECEIVER  64 - PREV COST
41 - DATE SHIPPED        53 - INST RECEIVER        65 - PREV CAP/SENS CODE
42 - DATE BORROWED OUT   54 - FREEZE NUMBER        66 - PREV USER NUMBER
43 - DATE STORAGE DUE    55 - PREVIOUS ECN         67 - PREV CUST NUMBER
44 - DATE L/L/B OUT DUE  56 - PRINT NEMS 1         68 - DATE REPAIR RETURN
45 - EQUIP MGMT CODE     57 - TRANSACTION DATE     69 - ITEM NAME STANDARD
46 - IDLE EQUIP CODE     58 - NEMS USER ID         70 - DATE NASA ACQ
47 - LABOR COST LAST SERV 59 - ADJUSTMENT COST     71 - CAPITAL AMT
48 - PARTS COST LAST SERV 60 - RECON CODE
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 1.

CALLS SCREEN:

This screen calls the Sort Selection Screen.

INSTRUCTION STEPS:

Step 1: Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria.  The user may cancel the transaction before attempting a sort by entering a 'c' in the cancel field, or may continue with the ad hoc pressing the 'ENTER'  key.

Step 4:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

a.    Descriptor must be entered

b.    Descriptor number must be 01 thru 71

c.    Descriptor number must be numeric

d.    Operators must be (eq, lt, gt, ne, ge, le)

e.    Date format must be 'yyyymmdd' or 'yyyy,,'

f.    'X' to exit

# NEMS MONTHLY FILE BY FIELD SORT SELECTION MENU

```
USER-ID: XXXXX          NEMS MONTHLY TRANS FILE              DATE: MM/DD/YY
PROGRAM: ADH970P3           ADHOC BY FIELD                   TIME: HH:MM:SS


ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS
TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:
        SORT:   __    __    __
        BREAK:   N     N     N
NOTE:   TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD
        CHANGE THE 'N' TO AN 'Y'.

01 - ECN                 07 - CUSTODIAN NUMBER     13 - CONTRACTOR TAG NO
02 - ITEM NAME           08 - USER NUMBER          14 - CONTRACTOR ACCT
03 - MFG CODE            09 - EQUIP ZIP CODE       15 - ENTRY REFERENCE NO
04 - MFG MODEL NUMBER    10 - EQUIP BUILDING       16 - TRANSACTION NUMBER
05 - YEAR MANUFACTURED   11 - EQUIP ROOM           17 - LOAN/LEASE DOC NO
06 - CUSTODIAN ACCT NO   12 - UNIQUE EQUIP NUMBER  18 - AVAIL STATUS CODE
```

PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

CALLED FROM SCREEN:

This screen is called by the where selection screen.

CALLS SCREEN:

This screen calls the NEMS Monthly Transaction Field Selection for Display Screen.

INSTRUCTION STEPS:

Step 1:  Select the descriptor you wish the record to be sorted by up to three fields.  If you want to display summary level information at the break of each sort field change the "n" toa "y".

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

EDIT CRITERIA:

    a.  Descriptor number must be 01 thru 18

    b.  Descriptor number must be numeric

    c.  Break field must be equal to 'n' or 'y'

    d.  'X' to exit


## NEMS MONTHLY TRANSACTION FILE AD HOC BY FIELD
## DISPLAY SELECTION SCREEN

```
USER-ID: XXXXX          NEMS MONTHLY TRANS FILE            DATE: MM/DD/YY
PROGRAM: ADH970P4        ADHOC BY FIELD                    TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:

  __  __  __  __  __   __  __  __  __   __
ENTER '2' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
01 - ECN                14 - PREVIOUS COST        27 - USER NAME
02 - INSTALLATION NO    15 - CAP/SENS CODE        28 - EQUIP ZIP CODE
03 - INSTALLATION ACCT  16 - PREV CAP/SENS CODE   29 - EQUIP BUILDING
04 - INSTALLATION SUB   17 - AVAIL STATUS CODE    30 - EQUIP ROOM
05 - ITEM NAME          18 - PREV AVAIL STATUS    31 - DATE INVENTORIED
06 - MFG CODE           19 - DATE INST ACQ        32 - DATE AVAILABLE
07 - MFG NAME           20 - ACQ DOC CNTL NO      33 - EST COST CODE
08 - MFG MODEL NUMBER   21 - CUST ACCT NUMBER     34 - CONDITION CODE
09 - MFG SERIAL NUMBER  22 - PREV CUST ACCT NO    35 - UNIQUE EQUIP NO
10 - YEAR MFG           23 - CUSTODIAN NO         36 - HAZ MATERIAL CODE
11 - NATIONAL STOCK NO  24 - PREV CUSTODIAN NO    37 - PREC METAL CODE
12 - PREV NAT STOCK NO  25 - USER NUMBER          38 - DATE LAST CALIBRATED
13 - COST               26 - PREV USER NUMBER     39 - DATE CALIBRATION DUE
                   (MORE FIELDS ON NEXT PAGE)
```


PURPOSE:

This screen lists all the fields in the file and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS Monthly Transactio Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the Record Display Screen or the Display Selection Screen 2.

INSTRUCTION STEPS:

Step 1:  Enter the field number of the record to be displayed.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may go to page 2 by entering '2'  in the Page field, or the user may exit the screen at any time by entering an 'X' in the Exit field.  The user will return  to the Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

a.    Display field must be 01 thru 39

b.    Display field number must be numeric

c.    Must select a minimum of one display field

d.    '2' to go to second page

e.    'D' to download data to the PC, or

f.    'B' to run as a report overnight

g.    'X' to exit

# NEMS MONTHLY TRANSACTION FILE AD HOC BY FIELD
## DISPLAY SELECTION SCREEN 2

```
USER-ID: XXXXX          NEMS MONTHLY TRANS FILE              DATE: MM/DD/YY
PROGRAM: ADH970P4          ADHOC BY FIELD                    TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:

  __   __   __   __   __    __   __   __   __   __
ENTER '3' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
40 - DATE WRNTY EXP MAT   53 - EQUIP MGMT CODE       66 - LOCAL DATA
41 - DATE WRNTY EXP LABOR 54 - IDLE EQUIP CODE       67 - PRINT NEMS 1
42 - OTHER AGENCY NO      55 - LABOR COST LAST SERV  68 - TRANSACTION DATE
43 - CONTRACTOR TAG NO    56 - PARTS COST LAST SERV  69 - TRANSACTION TIME
44 - CONTRACTOR ACCT      57 - DATE LAST SERV        70 - NEMS USER ID
45 - LOAN/LEASE DOC NO    58 - CONTRACTOR CONVEYOR   71 - ADJUSTMENT COST
46 - DATE L/L/B IN DUE    59 - INST CONVEYOR         72 - RECON CODE
47 - DATE LOANED OUT      60 - CONTRACTOR RECEIVER   73 - ADJ DOC REFERENCE
48 - DATE LEASED OUT      61 - INST RECEIVER         74 - DATE REPAIR RETURN
49 - DATE SHIPPED         62 - FREEZE NUMBER         75 - ITEM NAME STANDARD
50 - DATE BORROWED OUT    63 - PREVIOUS ECN          76 - DATE NASA ACQ
51 - DATE STORAGE DUE     64 - ENTRY REFERENCE NO    77 - CAPITAL AMT
52 - DATE L/L/B OUT DUE   65 - TRANSACTION NO        78 - PREV CAPITAL AMT
```

PURPOSE:

This screen lists page 2 or 3 pages of fields and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS Monthly File Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the Monthly Record Display Screen or the Display Selection Screen 3.

INSTRUCTION STEPS:

Step 1:  Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may go to page 3 by entering  '3' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the descriptor number (find) selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

  a.  Display field must be 01 thru 78

  b.  Display field number must be numeric

  c.  Must select a minimum of one display field

  d.  '3' to go to third page

  e.  'D' to download the data to the PC, or

  f.  'B' to run as an overnight report

  g.  'X' to exit

**NEMS MONTHLY TRANSACTION FILE AD HOC BY FIELD
DISPLAY SELECTION SCREEN 3**

```
USER-ID: XXXXX          NEMS MONTHLY TRANS FILE              DATE: MM/DD/YY
PROGRAM: ADH970P4          ADHOC BY FIELD                    TIME: HH:MM:SS

ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
  __  __  __   __  __   __   __  __   __    __
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _

79 - ORG COST ACCT
80 - PROG COST ACCT
81 - PREV ORG COST ACCT
82 - PREV PROG COST ACCT
```

PURPOSE:

This screen lists page 3 of 3 pages  fields and prompts the user to select the
fields for display.

CALLED FROM SCREEN:

This screen is called by the Display Selection Screen 2.

CALLS SCREEN:

This screen calls the Field Display Screen.

INSTRUCTION STEPS:

Step 1:  Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2:  If error messages appear at the  bottom of the screen read the
messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or the user
may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Monthly File Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

    a.   Display fields must be 01 thru 82

    b.   Display filed numbers must be numeric

    c.   Must select a minimum of one display field

    d.   'D' to download the data to the PC, or

    e.   'B' to run as an overnight report

    f.   'X' to exit

**NEMS MONTHLY TRANSACTION FILE AD HOC BY FIELD
DISPLAY SCREEN**

```
                 NEMS MONTHLY TRANS FILE ADHOC BY FIELD
    ECN
  -------

  C800001
  C800001
  D100000
  D100000
  D100000
  D100000
  D100001
  D100001
  D100001
  D100001
  D100002
  D100002
  D100003
  D100003
  D100003
  D100004

  ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N
```

PURPOSE:

This screen displays all the requested fields with default column headers.

CALLED FROM SCREEN:

This screen is called by the Select Field  For Display Menu

CALLS SCREEN:

This screen calls the next page of Display Screen if any or Monthly File Ad hoc
By Field Menu.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the
messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  Enter the 'N'  to go to the next screen of data.  Enter 'R' to re-display the output starting from page 1.  Enter 'X' exit the screen and return to the NEMS Monthly Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

'N' to view next page

'R' to review

'X' to exit

## NEMS MONTHLY TRANS FILE AD HOC BY FIELD
## NEMS REPORT DISTRIBUTION INFORMATION SCREEN

```
 USER-ID: XXXXX                   NEMS                DATE: MM/DD/YY
 PROGRAM: ADH999P1    REPORT DISTRIBUTION INFORMATION   TIME: HH:MM:SS

 EFFECTIVE DATE (YY MM DD): __ __ __

 DISTRIBUTION: NEMS CONTROL_____

 MAIL STOP: 4471____

 NUMBER OF COPIES: 01

 PRINTER DESTINATION CODE: 041_____

 REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P

 BINDING INSTRUCTIONS (IF XEROX): _
       G - GLUE BOUND     U - UNBOUND
       S - STAPLED        V - VELOBOUND


                                    ENTER 'C' TO CANCEL: _
```

PURPOSE:

This screen lists the default report distribution information.  The user may modify it as their needs require.  This distribution information will be used for this run only; the default information is unaffected.

CALLED FROM SCREEN:

This screen is called by the NEMS Monthly File Display Selection Screen when the "b" (Batch) option is used.
CALLS SCREEN:

Upon completion, this screen calls the NEMS Monthly File Find Selection Menu.

INSTRUCTION STEPS:

Step 1:  The default report distribution information will be displayed on the screen.  Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field.  The user will return to the NEMS Monthly Transaction File Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Effective Date:

   a.  Mandatory

   b.  Must be numeric

   c.  Must be in format 'yy mm dd'

   d.  Must be greater than or equal to the current date

Distribution:

   a.  Mandatory

b.  No further edits

Mail Stop:

a.    Mandatory

b.   No further edits

Number of Copies:

a.    Mandatory

b.  Must be numeric between 1 and 99

Printer Destination Code:

a.  Mandatory

b.  No further edits

Report Print Type:

a.  Mandatory

b.  Must be 'X' or 'p'

Binding Instructions:

a.  Currently not used

**NEMS TRANSFER FILE AD HOC – ECN SELECTION SCREEN**

```
USER-ID: XXXXX                    NEMS                    DATE: MM/DD/YY
PROGRAM: ADH980P1         TRANSFER FILE ADHOC BY ECN      TIME: HH:MM:SS


ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____

ONLY ONE PAGE (1): 1
```

PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page
selection option.

CALLED FROM SCREEN:

This screen is called by NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the Transfer Record Display Screen – page 1.

INSTRUCTION STEPS:

Step 1:  Enter the ECN of the record to be displayed.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the
messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit
field.  The user will return to the NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid ECN or 'X'

**NEMS TRANSFER RECORD BY ECN – PAGE 1 OF 1**

```
USER-ID: XXXXX           NEMS TRANSFER RECORD              DATE: MM/DD/YY
PROGRAM: ADH980P1           PAGE 1 OF 1                    TIME: HH:MM:SS
ENTER 'X' TO EXIT: _____

ECN: J000159                 TRANSACTION NUMBER:  67
UNIQUE EQUIP NO:             ITEM NAME: PRINTER
COST: 10000.00               CONTRACTOR TAG NO:
ITEM NAME STANDARD:          EST COST CODE:
CONDITION CODE: A            MANUF CODE: XXXXX
CAP/SENS CODE: N             MANUF MODEL NO: 123456789
YEAR MANUFACTURED: 1999      MANUF SERIAL NO: 123
PREC METAL CODE:             DATE SHIPPED OTHER INST: 99/03/10
INSTALLATION NO CONV: 0808   INSTALLATION NO RECV: 0808
DATE WRNTY EXP (MAT):        DATE WRNTY EXP (LABOR):
HAZ MAT CODE:                DATE ADDED TO TRANSFER: 99/03/10
DATE NASA ACQ: 99/03/10      NATIONAL STOCK NO: 7021
DATE LAST CALIBRATED:        DATE CALIBRATION DUE:
CAPTIALIZATION AMT:
```

PURPOSE:

This menu lists page 1 of 1 pages from the Transfer File Record.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, enter 'X' to exit and controlled is passed back to ECN Selection Screen.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen red the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may go to the ECN Selection Screen by entering 'X' in the exit field and may  select a new ECN to be displayed.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS TRANSFER FILE AD HOC BY FIELD
## FIND SELECTION SCREEN

```
USER-ID: XXXXX          NEMS TRANSFER FILE ADHOC BY FIELD     DATE: MM/DD/YY
PROGRAM: ADH981P1                                             TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA OR 'X' TO EXIT

'('  DESCRIPTOR NUMBER  OPERATOR          SEARCH VALUE         ')'    AND/OR
 _         __             __       _____        ___
 _         __             __       _____  _     ___
           __             __       _____  _

VALID OPERATORS (EQ, GT, LT, NE, GE, LE)

01 - ECN
```

PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the Where Clause Selection Menu.

INSTRUCTION STEPS:

Step 1:  Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

a.   Descriptor must be entered

b.   Descriptor number must be 01

c.   Descriptor number must be numeric

d.   Operators must be (eq, lt, gt, ne, ge, le)

e.   Date format must be 'yyyymmdd'

f.   'X' to exit

**NEMS TRANSFER TRANSACTION FILE AD HOC BY FIELD**
**WHERE SELECTION SCREEN – PAGE 1**

```
USER-ID: XXXXX            NEMS TRANSFER FILE ADHOC BY FIELD      DATE: MM:DD:YY
PROGRAM: ADH981P2                                               TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR           SEARCH VALUE              AND/OR
          __           __    _____       ___
          __           __    _____
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  -- DATE FORMAT 'YYYYMMDD' OR 'YYYYMM'
01 - ECN                    14 - TRANSACTION NO            27 - CAPITAL AMT
02 - INST RECEIVER          15 - CONDITION CODE
03 - INST CONVEYOR          16 - UNIQUE EQUIP NO
04 - EST-COST-CODE          17 - HAZ MATERIAL CODE
05 - ITEM NAME              18 - PREC METAL CODE
06 - DATE NASA ACQ          19 - DATE LAST CALIBRATION
07 - MFG CODE               20 - DATE CALIBRATION DUE
08 - MFG MODEL NUMBER       21 - DATE WRNTY EXP MATERIAL
09 - MFG SERIAL NUMBER      22 - DATE WRNTY EXP LABOR
10 - YEAR MFG               23 - CONTRACTOR TAG NO
11 - NATIONAL STOCK NO      24 - DATE SHIPPED OTHER INST
12 - COST                   25 - ITEM NAME STD
13 - CAP SENS CODE          26 - DATE ADDED TO TRANSFER
```

PURPOSE:
This screen prompts for the Descriptor Number, Operator and Search Value for the where clause.

CALLED FROM SCREEN:

This screen is called by the find the selection screen.

CALLS SCREEN:

This screen calls the sort selection screen

INSTRUCTION STEPS:

Step 1:  Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria.  The user may cancel the transaction before attempting a sort by entering  a 'C' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the find selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

   a.  Descriptor must be entered

   b.  Descriptor number must be 01 thru 27

   c.  Descriptor number must be numeric

   d.  Operators must be (eq, lt, gt, ne, ge, le)

   e.  Date format must be 'yyyymmdd' or 'yyyymm'

f. 'X' to exit

## SORT SELECT NEMS TRANSFER TRANSACTION FILE BY FIELD

```
USER-ID: XXXXX          NEMS TRANSFER FILE ADHOC BY FIELD      DATE: MM:DD:YY
PROGRAM: ADH981P3                                              TIME: HH:MM:SS

ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS
TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:
        SORT:    __    __    __
        BREAK:   N     N     N
NOTE:  TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD
       CHANGE THE 'N' TO A 'Y'.

01 - ECN
02 - TRANS NO
03 - INST CONVEYOR
04 - DATE ADDED TO TRANSFER
05 - DATE SHIPPED OTHER INST
```

PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

CALLED FROM SCREEN:

This screen is called by the Where Selection Screen.

CALLS SCREEN:

This screen calls the NEMS Transfer File Field Selection for Display Screen.

INSTRUCTION STEPS:

Step 1:  Select the descriptor you wish the record to be sorted by up to three fields.  If you wish to display summary level information at break of each sort field change the 'N' to a 'Y'.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

EDIT CRITERIA:

    a.  Descriptor number must be 01 thru 05

    b.  Descriptor number must be numeric

    c.  Break field must be equal to 'n' or 'y'

    d.  'X' to exit

## NEMS TRANSFER TRANSACTION FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN

```
USER-ID: XXXXX          NEMS TRANSFER FILE ADHOC BY FIELD     DATE: MM:DD:YY
PROGRAM: ADH981P4                                             TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
    __    __    __    __    __    __    __    __    __    __

ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
01 - ECN                      14 - TRANSACTION NO          27 - CAPITAL AMT
02 - INST RECEIVER            15 - CONDITION CODE
03 - INST CONVEYOR            16 - UNIQUE EQUIP NO
04 - EST-COST-CODE            17 - HAZ MATERIAL CODE
05 - ITEM NAME                18 - PREC METAL CODE
06 - DATE NASA ACQ            19 - DATE LAST CALIBRATION
07 - MFG CODE                 20 - DATE CALIBRATION DUE
08 - MFG MODEL NUMBER         21 - DATE WRNTY EXP MATERIAL
09 - MFG SERIAL NUMBER        22 - DATE WRNTY EXP LABOR
10 - YEAR MFG                 23 - CONTRACTOR TAG NO
11 - NATIONAL STOCK NO        24 - DATE SHIPPED OTHER INST
12 - COST                     25 - ITEM NAME STD
13 - CAP SENS CODE            26 - DATE ADDED TO TRANSFER
```

PURPOSE:

This screen lists all the fields in the file and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS Transfer Transaction Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the Record Display Screen

INSTRUCTION STEPS:

Step 1:  Enter the field number of the record to be displayed.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may download the data to the PC by entering a 'D' or may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4:  The user may exit the screen at any time by entering an 'X' in the Exit field.  The user will return  to the Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

    a.  Display field must be 01 thru 27

    b.  Display field number must be numeric

    c.  Must select a minimum of one display field

    d.  'D' to download data to the PC, or

    e.  'B' to run as a report overnight

    f.  'X' to exit

# NEMS TRANSFER TRANSACTION FILE AD HOC BY FIELD
# DISPLAY SCREEN

```
                    NEMS TRANSFER FILE ADHOC BY FIELD
   ECN
  -------

 J000158
 J000159
 J000160
 J000161
 J000168
 S100000
 S110000
 T191901




 ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N
```

PURPOSE:

This screen displays all the requested fields with default column headers.

CALLED FROM SCREEN:

This screen is called by the Select Field  For Display Menu

CALLS SCREEN:

This screen calls the next page of Display Screen if any or Transfer File Ad hoc By Field Menu.

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  Enter the 'N'  to go to the next screen of data.  Enter 'R' to re-display the output starting from page 1.  Enter 'X' exit the screen and return to the NEMS Transfer Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

'N' to view next page

'R' to review

'X' to exit

**NEMS TRANSFER TRANS FILE AD HOC BY FIELD
NEMS REPORT DISTRIBUTION INFORMATION SCREEN**

```
USER-ID: XXXXX                    NEMS              DATE: MM/DD/YY
PROGRAM: ADH999P1   REPORT DISTRIBUTION INFORMATION  TIME: HH:MM:SS

EFFECTIVE DATE (YY MM DD): __ __ __

DISTRIBUTION: NEMS CONTROL_____

MAIL STOP: 4471___

NUMBER OF COPIES: 01

PRINTER DESTINATION CODE: 041_____

REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P

BINDING INSTRUCTIONS (IF XEROX): _
     G - GLUE BOUND     U - UNBOUND
     S - STAPLED        V - VELOBOUND


                                    ENTER 'C' TO CANCEL: _
```

PURPOSE:

This screen lists the default report distribution information.  The user may modify it as their needs require.  This distribution information will be used for this run only; the default information is unaffected.

CALLED FROM SCREEN:

This screen is called by the NEMS Transfer File Display Selection Screen when the "b" (Batch) option is used.
CALLS SCREEN:

Upon completion, this screen calls the NEMS Transfer File Find Selection Menu.

INSTRUCTION STEPS:

Step 1:  The default report distribution information will be displayed on the screen.  Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field.  The user will return to the NEMS Transfer Transaction File Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Effective Date:

   a.   Mandatory

   b.   Must be numeric

   c.   Must be in format 'yy mm dd'

   d.   Must be greater than or equal to the current date

Distribution:

   a.   Mandatory

   b.  No further edits

Mail Stop:

   a.   Mandatory

   b.   No further edits

Number of Copies:

    a.  Mandatory

    b.   Must be numeric between 1 and 99

Printer Destination Code:

    a.  Mandatory

    b.  No further edits

Report Print Type:

    a.  Mandatory

    b.  Must be 'X' or 'p'

Binding Instructions:

    a.  Currently not used

## 4.  NEMS EQUIPMENT FILE UPDATE SUBSYSTEM

The NEMS Equipment file Update Subsystem is designed to allow the user to make additions, changes, and deletions to the NEMS Equipment file in an online environment.  This is accomplished through the use of specific update activities called transactions.  Each transaction has a formatted screen to collect and edit the information needed to fulfill the specific purpose of the transaction.  This subsystem is divided into three types of transactions:

1. Add transactions are identified by transactions numbered 01 to 24. Each transaction will add a record to the NEMS Equipment file.  The Transaction should be selected that corresponds to the way in which the equipment was acquired.  The Equipment file update subsystem will not permit a record to be added with the same Equipment Control Number (ECN) as one already on the Equipment file.

2. Change transactions are identified by transaction numbered 25 to 64 and are used to update existing Equipment file record to reflect an activity with that equipment.  The Equipment file update subsystem will not permit changes to records that do not exist.

3. Delete Transactions are identified by transactions numbered 65 to 99 and are used to remove equipment records from the Equipment file. When the record is removed from the Equipment file it is retired to the NEMS Historical file. As before, the transaction selected should reflect the reason a record is deleted.

The Equipment file update subsystem also allows space for individual installations to insert elements for local used called Local Data. Each NASA installation must prepare supplementary instructions for local requirements beyond the scope of agencywide policies and procedures.

The NEMS-1 is NASA Form 1602 and is the standard agency form that reflects equipment information contained in the NEMS Equipment file and controls all equipment transactions after initial entry into the NEMS Equipment file. This form serves as the property custodian's detailed record for each assigned equipment item. Most of the transactions produce a NEMS-1 form. Many transactions give the user the option of producing the NEMS-1 either batch or online. The online option will list the form on the users terminal while the batch option will produce a hardcopy of the form during a nightly production run.

## 4.1  NEMS EQUIPMENT FILE UPDATE MENU

```
USER-ID: XXXXX                      NEMS                    DATE: MM/DD/YY
PROGRAM: TRN000P1          EQUIPMENT FILE UPDATE MENU       TIME: HH:MM:SS



                ENTER FUNCTION OR 'X' TO EXIT: _____

                   A=ADD    (TRANSACTIONS 01-24)

                   C=CHANGE (TRANSACTIONS 25-64)

                   D=DELETE (TRANSACTIONS 65-99)
```

Purpose:

This screen will allow the user to choose the type of update activity to be performed against the NEMS Equipment file.

Called from Screen:

This screen was called from the NEMS Main Menu, where option '2' was selected.

Calls Screens:

A. This screen can call the Add Transaction Update menu, the Change Transaction Update menu, or the Delete Transaction Update menu.

B. The user may return to the NEMS Main Menu by entering 'X'

Instruction Steps:

Step 1: Enter the code for the type of processing desired.

Press the 'ENTER' Key.

Step 2: If Error Messages appear at the bottom of the screen. Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit this screen at any time by entering 'X'.

Press the 'ENTER' key.

Edit Criteria:

Enter function or 'X' to Exit:

A. Must be 'A', 'C', 'D' or 'X'

### 4.1.1  NEMS Equipment File Update - Add

**NEMS EQUIPMENT FILE UPDATE - ADD SCREEN 1**

```
USER-ID: XXXXX                        NEMS                    DATE: MM/DD/YY
PROGRAM: TRN000P1          EQUIPMENT FILE UPDATE MENU         TIME: HH:MM:SS


ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____     PREVIOUS ECN (IF RETAG OR REFERENCE): _____
DEFAULT ZIP CODE: 35812

01    RECEIPT BY PURCHASE-NASA FUNDED
02    RECEIPT BY PURCHASE-OGA FUNDED
03    RECEIPT BY PURCHASE-REPORTED BY CONTRACTOR
04    RECEIPT BY TRANSFER-FROM NASA INSTALLATION
05    RECEIPT BY TRANSFER-FROM OGA
06    RECEIPT BY TRANSFER-FROM CONTRACTOR
07    RECEIPT BY TRANSFER-REPORTED BY CONTRACTOR
08    RECEIPT FROM LEASE IN
09    RECEIPT FROM LOAN IN
10    RECEIPT FROM FABRICATION
11    RECEIPT FROM ASSEMBLY/DISASSEMBLY




             (MORE TRANSACTIONS ON NEXT PAGE)
```

**NEMS EQUIPMENT FILE UPDATE - ADD SCREEN 2**

```
USER-ID: XXXXX                        NEMS                    DATE: MM/DD/YY
PROGRAM: TRN000P1          EQUIPMENT FILE UPDATE MENU         TIME: HH:MM:SS


ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____     PREVIOUS ECN (IF RETAG OR REFERENCE): _____
DEFAULT ZIP CODE: 35812

12    RECEIPT FROM FOUND ON STATION
13    RECEIPT FROM EXCESS
14    RECEIPT FROM RETAGGING
15    RECEIPT FROM RETURN OF RECORD FROM HISTORICAL FILE
16    RECEIPT FROM TRANSFER OF REAL TO PESONAL PROPERTY
17    RECEIPT FROM NON-GOVERNMENT SOURCE
18    RECEIPT FROM NOT PREVIOUSLY MEETING CRITERIA FOR TAGGING
19    RECEIPT FROM REINSTATING ITEM PREVIOUSLY SURVEYED
20    RECEIPT FROM BORROW IN (NASA EQUIPMENT)
21    RECEIPT RESULTING FROM CONVERSION OF LEASE TO PURCHASE
```

Purpose:

This screen will allow the user to choose one of the Addition Transactions
numbered 01 through 24.  The transaction numbers and the corresponding
transaction names are listed on one or more screens.  The entire list may be

viewed by scrolling (Pressing the 'ENTER" key).  A more detailed explanation of each transaction may be found on subsequent pages of this document.

Called from Screen:

This screen was called from the NEMS Equipment File Update menu (Functions), where option 'A' was selected.

Called Screens:

A.  This screen can call transactions 01 through 24.

B.  The user can return to the NEMS Equipment File Update menu (Functions) by entering 'X' in the transactions number field.

Instruction Steps:

Step 1:  Enter the Transaction number, Equipment Control Number (ECN), the Previous ECN (If retag or a reference is being made to an existing ECN in order to pick up the ECN's values), and the Zip Code.

Press the 'ENTER' key.

Step 2:  If Error Messages appear at the bottom of the screen, Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3:  The user may exit the transactions at any time by entering 'X' in the transaction number field.

Press the 'ENTER' key.

Edit Criteria:

ECN (Equipment Control Number):

A.  Must be entered

B.  Must be one character alphanumeric then five characters numeric

Previous ECN (If retag or referenced to and existing ECN):

A.  Must be entered

B. Must be one character alphanumeric then five characters numeric

C. Must be an ECN that is currently in the Equipment file

D. May not be entered for transaction 15 (Receipt From Return Of Record From Historical File)

E. When used as a reference, must refer to an ECN which was created by the same transaction number.

Selection Criteria:

Transaction 01 - Receipt By Purchase - NASA Funded

A. The record must not exist on the NEMS Equipment file

B. This transaction is for NASA held equipment only

Transaction 02 - Receipt By Purchase - OGA Funded

A. The record must not exist on the NEMS Equipment file

B. This transaction is for NASA held equipment only

Transaction 03 - Receipt By Purchase - Reported By Contractor

A. The record must not exist on the NEMS Equipment file

B. This transaction is for Contractor held equipment only

Transaction 04 - Receipt By Transfer - From NASA Installation

A. The record must not exist on the NEMS Equipment file

B. This transaction is for NASA held equipment only

Transaction 05 - Receipt By Transfer - From OGA

A. The record must not exist on the NEMS Equipment file

B. This transaction is for NASA held equipment only

Transaction 06 - Receipt by Transfer - From Contractor

A. The record must not exist on the NEMS Equipment file

B. This transaction is for NASA held equipment only

Transaction 07 - Receipt By Transfer - Reported by Contractor

    A.  The record must not exist on the NEMS Equipment file

    B.  This transaction is for Contractor held equipment only

Transaction 08 - Receipt From Lease In

    A.  The record must not exist on the NEMS Equipment file

    B.  This transaction is for NASA held equipment only

Transaction 09 - Receipt From Loan In

    A.  The record must not exist on the NEMS Equipment file

    B.  This transaction is for NASA held equipment only

Transaction 10 - Receipt From Fabrication

    A.  The record must not exist on the NEMS Equipment file

    B.  This transaction is for NASA held equipment only

Transaction 11 - Receipt From Assembly/Disassembly

    A.  The record must not exist on the NEMS Equipment file

    B.  This transaction is for NASA held equipment only

Transaction 12 - Receipt From Found on Station

    A.  The record must not exist on the NEMS Equipment file

    B.  This transaction is for NASA held equipment only

Transaction 13 - Receipt From Excess

    A.  The record must not exist on the NEMS Equipment file

    B.  If transferred and ritualized, a transfer record must exist on NEMS Transfer file as NPDMS 'X65' transaction

    C.  If ritualized by same NASA installation, record must exist on NEMS Historical file as NPDMS 'X90' transaction

    D.  This transaction is for NASA held equipment only

Transaction 14 - Receipt From Retagging

    A. The Previous ECN must exist on the NEMS Equipment file

    B. The New ECN must not exist on the NEMS Equipment file

    C. This transaction is for NASA held equipment only

Transaction 15 - Receipt From Return Of Record From Historical File

    A. The record must not exist on the NEMS Equipment file

    B. The record must not have been retired more than 60 days prior

    C. Cannot return a record if deleted by NPDMS 'X90' transaction

    D. This transaction is for NASA held equipment only

Transaction 16 - Receipt From Transfer of Real to Personal Property

    A. The record must not exist on the NEMS Equipment file

    B. This transaction is for NASA held equipment only

Transaction 17 - Receipt From Transfer Non-Government Source

    A. The record must not exist on the NEMS Equipment file

    B. This transaction is for NASA held equipment only

Transaction 18 - Receipt From Transfer Not Previously Meeting Criteria For Tagging

    A. The record must not exist on the NEMS Equipment file

    B. This transaction is for NASA held equipment only

Transaction 19 - Receipt From Transfer Reinstating Item Previously Surveyed

    A. The record must not exist on the NEMS Equipment file

    B. This transaction is for NASA held equipment only

Transaction 20 - Receipt From Borrow In

    A. The record must not exist on the NEMS Equipment file

B. This transaction is for NASA held equipment only

Transaction 21 - Receipt From Lease to Purchase

    A. The Previous ECN must exist on the NEMS Equipment file

    B. The New ECN must not exist on the NEMS Equipment file

    C. This transaction is for NASA held equipment only

## 4.1.1.1  Add Transactions

## TRANSACTION 01 - RECEIPT BY PURCHASE - NASA FUNDED

```
USER-ID: XXXXX                    NEMS - 01                 DATE: 10/09/97
PROGRAM: TRN001P1        RECEIPT BY PURCHASE-NASA FUNDED    TIME: 15:31:33

ECN: G009988

ACQ DOCUMENT CONTROL NO: ***********      DATE INST ACQUIRED: ** ** **
ITEM NAME: ****************************
MANUFACTURER'S - CODE: *****              MODEL NO: *******************
  SERIAL NO: ********************         YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____       UNIQUE EQUIPMENT NO: _____
COST: ************                        ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****               USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION _____
CAPITAL/SENSITIVE CODE: *                 CONDITION CODE: __
AVAILABILITY STATUS CODE: *               DATE AVAILABLE: __ __ __
DATE WARRANTY EXP - MATERIALS: ____ __    LABOR: ____ __
HAZARDOUS MATERIAL CODE: _                PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __            DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B         LOCAL DATA (Y): _
                                          ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

    Transaction 01 is used for the addition of equipment purchased and funded by a NASA installation.  This is the add transaction most commonly used to enter data into the center's Equipment File.  The Table File is used to validate the data.  After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

    This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the Add Transaction Menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B. If a 'Y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of ECN serial number, and contractor tag number).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Inst Acquired:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Cannot be greater than current year

Item Name:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Code:

A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

    A. Optional

    B. Must be entered left justified

Cost:

    A. Mandatory

    B. Must be numeric

    C. Can be entered left or right justified (stored right justified with leading zeros

    D. Can be entered with pennies (left or right justified). A Decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Estimated (Y):

    A. Optional

    B. Must be either 'Y' or spaces

Custodian Account No:

    A. Mandatory

    B. Must be entered left justified

    C. Must be on Table 078

User No:

    A. Optional

    B. Must be entered left justified

    C. Must be on Table 090

Location - Zip Code:

    A. Mandatory

    B. No further edits

Location - Building:

    A. Mandatory

B.  Must be entered left justified

C.  Must be on Table 1

Location - Room:

A.  Optional

B.  Must be entered left justified

Location:

A.  Optional

B.  Must be entered left justified

Capital/Sensitive Code:

A.  Mandatory

B.  Must be on Table 130

Condition Code:

A.  Optional

B.  Can be entered left or right justified (stored right justified with leading spaces)

C.  Must be on Table 510

Availability Status Code:

A.  Mandatory

B.  Must be on Table 410

Date Available:

A.  Optional

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

A. Optional

B. Must be on Table 180

Precious metal code:

A. Optional

B. Must be on Table 182

Date Last Calibrated:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

E. Must not be greater than current date

Date Calibration Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D.  Must be greater than date last calibrated

E.  Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A.  Mandatory

B.  Must be either 'B' or 'O'

Local Data (Y):

A.  Optional

B.  Must be either 'Y' or spaces

Enter 'C' To Cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B.  Equipment type account from Table 050

C.  Date NASA Acquired

D.  Acquisition transaction number

E.  Acquisition reference number

F.  Custodian number from Table 078

G.  Custodian organization code from Table 078

H.  Date inventoried

I.  Installation accountable

J.  Date status coded (current date)

K.  Transaction number

L.  Entry reference number

M.  Capitalization amount

```
USER-ID: XXXXX                    NEMS - 01                    DATE: MM:DD:YY
PROGRAM: TRN001P1         RECEIPT BY PURCHASE-NASA FUNDED      TIME: HH:MM:SS

ECN: N000001

ACQ DOCUMENT CONTR                                            99 03 30
ITEM NAME: compute    EQUIP ECN  N000001
MANUFACTURER'S - C    DISPOSAL CASE NMBR                      ***********
   SERIAL NO: 1****                                           99
NATIONAL STOCK NO:    ORG COST ACCT CODE   _____           : _____
COST: 500*********    PROG COST ACCT CODE   _____
CUSTODIAN ACCOUNT
LOCATION - ZIP COD    PREVIOUS ORG COST ACCT CODE            N _____
CAPITAL/SENSITIVE     PREVIOUS PROG COST ACCT CODE
AVAILABILITY STATU                                            __ __
DATE WARRANTY EXP
HAZARDOUS MATERIAL                                            : _
DATE LAST CALIBRAT    ENTER TO CONTINUE   OR 'C' TO CANCEL _  E: __ __ __
NEMS-1 BATCH (B) O

                                     ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

   The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and
   the Prog Cost Acct Code  for IFM.

Called From Screen:

   This transaction was called from multiple transaction screens.

Calls Screens:

   The successful completion or cancellation of this transaction will return the
   user to the add transaction menu.

Instruction Steps:

   Step 1:  This screen may appear with selected data fields blank or with
            previous data already entered.  Enter the information on the screen
            or verify that the record displayed is the correct record.

             Press the 'Enter' key.

   Step 2:  If error messages appear at the bottom of the screen, read the
            messages and correct  the identified field.

            Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.         Mandatory

B.         Must enter Org Cost Acct Code

Prog Cost Acct Code

A.         Mandatory

B.         Must enter Prog Cost Acct Code

Enter 'c' to cancel:

A.         Optional

B.         Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 02 -RECEIPT BY PURCHASE - OGA FUNDED

```
USER-ID: XXXXX                    NEMS - 02                  DATE: 10/10/97
PROGRAM: TRN002P1          RECEIPT BY PURCHASE-OGA FUNDED    TIME: 12:44:25

ECN: G212313

ACQ DOCUMENT CONTROL NO: ***********    DATE INST ACQUIRED: ** ** **
ITEM NAME: ****************************  OTHER AGENCY NO: **
MANUFACTURER'S - CODE: *****             MODEL NO: *******************
  SERIAL NO: ********************         YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____      UNIQUE EQUIPMENT NO: _____
COST: ************                       ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****              USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION: _____
CAPITAL/SENSITIVE CODE: *                CONDITION CODE: __
AVAILABILITY STATUS CODE: *              DATE AVAILABLE: __ __ __
DATE WARRANTY EXP - MATERIALS: ____ __   LABOR: ____ __
HAZARDOUS MATERIAL CODE: _               PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __           DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B        LOCAL DATA (Y): _
                                         ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

> Transaction 02 is used for the addition of equipment purchased by the
> installation, but funded by another government agency.  The Table File is
> used to validate the data.  After the record is added to the Equipment File, a
> record is written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the add transaction menu.  The Equipment
> Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return
    the user to the add transaction menu.

B.  If a 'Y' is entered in the local data field, a local data screen will be
    supplied after all the other transaction entries are correct.

C.  If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's
    code screen will be supplied after all the other transaction entries are
    correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A.  Mandatory

B.  Must be entered left justified

Date Inst Acquired:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Cannot be greater than current year

Item Name:

A. Mandatory

B. Must be entered left justified

Other Agency No:

A Mandatory

B. Must be numeric

C. Must be on Table 132

Manufacturer's - Code:

A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

C. Cannot be greater than current year

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost:

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros

D. Can be entered with pennies (left or right justified).  A decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Estimated (Y):

A. Optional

B. Must be either 'Y' or spaces

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User No:

A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B.  Must be entered left justified

C.  Must be on Table 1

Location - Room:

A.  Optional

B.  Must be entered left justified

Location:

A.  Optional

B.  Must be entered left justified

Capital/Sensitive Code:

A.  Mandatory

B.  Must be on Table 130

Condition Code:

A.  Optional

B.  Can be entered left or right justified (stored right justified with leading spaces)

C.  Must be on Table 510

Availability Status Code:

A.  Mandatory

B.  Must be on Table 410

Date Available:

A.  Optional

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

    A.  Optional

    B.  Must be numeric

    C.  Must be in 'yyyy mm' format

    D.  'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

    A.  Optional

    B.  Must be numeric

    C.  Must be in 'yyyy mm' format

    D.  'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

    A.  Optional

    B.  Must be on Table 180

Precious Metal Code:

    A.  Optional

    B.  Must be on Table 182

Date Last Calibrated:

    A.  Optional

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

    D.  Must be greater than or equal to date inst acquired

    E.  Must not be greater than current date

Date calibration due:

    A.  Mandatory

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

D.  Must be greater than date last calibrated

E.  Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A.  Mandatory

B.  Must be either 'B' or 'O'

Local data (y):

A.  Optional

B.  Must be either 'Y' or spaces

Enter 'C' To Cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Equipment type account from Table 050

B.  Date NASA acquired (same as date installation acquired)

C.  Acquisition transaction number

D.  Acquisition reference number

E.  Custodian number from Table 078

F.  Custodian organization code from Table 078

G.  Date inventoried

H.  Installation accountable

I.  Date status coded (same as date installation acquired)

J.  Transaction number

K.  Entry reference number

L.  Capitalization amount

```
USER-ID: XXXXX                  NEMS - 02                 DATE: MM:DD:YY
PROGRAM: TRN002P1      RECEIPT BY PURCHASE-OGA FUNDED     TIME: HH:MM:SS

ECN: N000001

ACQ DOCUMENT CONTR                                          99 03 30
ITEM NAME: compute    ┌─────────────────────────────────┐
MANUFACTURER'S - C    │ EQUIP ECN  N000001              │   ***********
   SERIAL NO: 1****    │ DISPOSAL CASE NMBR              │   99
NATIONAL STOCK NO:    │ ORG COST ACCT CODE  _____     │   : _____
COST: 500*********    │ PROG COST ACCT CODE  _____     │
CUSTODIAN ACCOUNT     │                                 │
LOCATION - ZIP COD    │ PREVIOUS ORG COST ACCT CODE     │   N: _____
CAPITAL/SENSITIVE     │ PREVIOUS PROG COST ACCT CODE    │
AVAILABILITY STATU    │                                 │   __ __
DATE WARRANTY EXP     │                                 │
HAZARDOUS MATERIAL    │                                 │   : _
DATE LAST CALIBRAT    │ ENTER TO CONTINUE   OR 'C' TO CANCEL _ │   E: __ __ __
NEMS-1 BATCH (B) O    └─────────────────────────────────┘

                                   ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

 The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and
 the Prog Cost Acct Code  for IFM.

Called From Screen:

 This transaction was called from multiple transaction screens.

Calls Screens:

 The successful completion or cancellation of this transaction will return the
 user to the add transaction menu.

Instruction Steps:

 Step 1:  This screen may appear with selected data fields blank or with
          previous data already entered.  Enter the information on the screen
          or verify that the record displayed is the correct record.

          Press the 'Enter' key.

 Step 2:  If error messages appear at the bottom of the screen, read the
          messages and correct  the identified field.

          Press the 'Enter' key.
          This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 03 -RECEIPT BY PURCHASE - REPORTED BY CONTRACTOR

```
USER-ID: XXXXX                 NEMS - 03                  DATE: MM/DD/YY
PROGRAM: TRN003P1    PURCHASE-REPORTED BY CONTRACTOR      TIME: HH:MM:SS

ECN: 1998881

ACQ DOCUMENT CONTROL NO: ***********      DATE INST ACQUIRED: ** ** **
ITEM NAME: *****************************
MANUFACTURER'S - CODE: *****              MODEL NO: *******************
  SERIAL NO: *******************          YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____
COST (DOLLARS): *********                 ESTIMATED (Y): _
LOCATION - ZIP CODE: 35812                CONDITION CODE: __
AVAILABILITY STATUS CODE: *               DATE AVAILABLE: __ __ __
CONTRACTOR (ACCOUNTABLE): *********        CONTRACTOR TAG NO: *************
LOCAL DATA (Y): _

                                          ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 03 is used for the addition of equipment purchased by a contractor, for a contractor's use, with government money.  The contractor is responsible for this equipment and for reporting this acquisition and all subsequent movement to NEMS.  The record is added with a pseudo key (a block of special equipment control numbers designated for contractors).  The Table File is used to validate the data.  After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

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C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of ECN, serial number, and contractor tag number).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' Key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Inst Acquired:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D.  Cannot be greater than current year

Item Name:

A.  Mandatory

B.  Must be entered left justified

Manufacturer's - Code:

A.  Mandatory

B.  Must be on Table 040

Manufacturer's - Model No:

A.  Mandatory

B.  Must be entered left justified

Manufacturer's -Serial No:

A.  Mandatory

B.  Must be entered left justified

Year Manufactured:

A.  Mandatory

B.  Must be numeric

National Stock No:

A.  First four positions mandatory

B.  First four position must be numeric

C.  Last nine positions optional

D.  First two positions must be on Table 050

Cost (dollars):

A.  Mandatory

B.  Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros

D. Must be 1000 or greater

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Location - Zip Code:

A. Mandatory

B. No further edits

Condition code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability status code:

A. Mandatory

B. Must be on Table 410

Date available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Contractor (accountable):

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

Contractor tag no:

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B. Date NASA acquired

C. Acquisition transaction number

D. Acquisition reference number

E. Capital sensitive class code

F. Installation accountable

G. Date status coded (current date)

H. Transaction number

I. Entry reference number

J. Date inventoried

K. Capitalization amount

```
 USER-ID:    XXXXX            NEMS - 03                   DATE: MM:DD:YY
 PROGRAM: TRN003P1    PURCHASE-REPORTED BY CONTRACTOR     TIME: HH:MM:SS

 ECN: N000001

 ACQ DOCUMENT CONTR                                         99 03 30
 ITEM NAME: compute   ┌──────────────────────────────────┐
 MANUFACTURER'S - C   │ EQUIP ECN  N000001               │  ***********
   SERIAL NO: 22222   │ DISPOSAL CASE NMBR               │  99
 NATIONAL STOCK NO:   │                                  │
 COST (DOLLARS): 10   │ ORG COST ACCT CODE  _____      │
 LOCATION - ZIP COD   │ PROG COST ACCT CODE  _____      │
 AVAILABILITY STATU   │                                  │
 CONTRACTOR (ACCOUN   │ PREVIOUS ORG COST ACCT CODE      │  __ __
 0202*********        │ PREVIOUS PROG COST ACCT CODE     │
 LOCAL DATA (Y): _    │                                  │
                      │                                  │  : _____
                      │                                  │
                      │ ENTER TO CONTINUE   OR 'C' TO CANCEL _
                      └──────────────────────────────────┘


 ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

    The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and
    the Prog Cost Acct Code  for IFM.

Called From Screen:

    This transaction was called from multiple transaction screens.

Calls Screens:

    The successful completion or cancellation of this transaction will return the
    user to the add transaction menu.

Instruction Steps:

    Step 1:  This screen may appear with selected data fields blank or with
             previous data already entered.  Enter the information on the screen
             or verify that the record displayed is the correct record.

             Press the 'Enter' key.

    Step 2:  If error messages appear at the bottom of the screen, read the
             messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 04 -RECEIPT BY TRANSFER - FROM NASA INSTALLATION

```
USER-ID: XXXXX                  NEMS - 04                    DATE: MM:DD:YY
PROGRAM: TRN004P1  RECEIPT BY TRANSFER FROM NASA INSTALLATION   TIME: HH:MM:SS

ECN: N000001
                                           DATE NASA ACQUIRED: __ __ __
ACQ DOCUMENT CONTROL NO: ***********       DATE INST ACQUIRED: ** ** **
ITEM NAME: ****************************     INSTALLATION (CONVEYOR): ****
MANUFACTURER'S - CODE: *****                MODEL NO: *******************
  SERIAL NO: ******************             YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____         UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *********                   ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****                 USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION: _____
CAPITAL/SENSITIVE CODE: *                   CONDITION CODE: __
AVAILABILITY STATUS CODE: *                 DATE AVAILABLE: __ __ __
DATE WARRANTY EXP - MATERIALS: ____ __      LABOR: ____ __
HAZARDOUS MATERIAL CODE: _                  PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __              DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B           LOCAL DATA (Y): _
CAPITAL AMT: _____                ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

> Transaction 04 is used for the addition of equipment purchased by another
> NASA installation, but title and control of the equipment is now the
> responsibility of the receiving installation.  A copy of the record in the
> conveying installation's Equipment File is taken to make the new record for
> the receiving installation's Equipment File.  The conveying installation's
> record is retired to it's Historical File after notification of arrival is received
> from the receiving installation.  The Table File is used to validate the data.
> After the record is added to the Equipment File, a record is written to the
> Daily Transaction File.

Called From Screen:

> This transaction was called from the add transaction menu.  The Equipment
> Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  The following steps are to be followed for each screen.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from the history file record of the deleting sub-installation.  When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from your transfer file record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Nasa acquired:

    A.      Optional

    B.      Must be numeric

    C.      Must be in 'yy mm dd' format

    D.      Cannot be greater than current year

    E.      Must not be greater than current date

    F.      Must not be greater than Date Inst Acq

Date inst acquired:

    A.  Mandatory

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

    D.  Cannot be greater than current year

Item Name:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must not be changed if standardized

Other Agency No:

    A.  Mandatory

    B.  Must be numeric

    C.  Must be on Table 132

Manufacturer's - Code:

    A.  Mandatory

    B.  Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must be on Table 078

User No:

    A.  Optional

    B.  Must be entered left justified

    C.  Must be on Table 090

Location - Zip Code:

    A.  Mandatory

    B.  No further edits

Location - Building:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must be on Table 1

Location - Room:

    A.  Optional

    B.  Must be entered left justified

Location:

    A.  Optional

    B.  Must be entered left justified

Capital/Sensitive Code:

    A.  Mandatory

    B.  Must be on Table 130

Condition Code:

    A.  Optional

B.  Can be entered left or right justified (stored right justified with leading spaces)

C.  Must be on Table 510

Availability Status Code:

A.  Mandatory

B.  Must be on Table 410

Date Available:

A.  Optional

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A.  Optional

B.  Must be numeric

C.  Must be in 'yyyy mm' format

D.  'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A.  Optional

B.  Must be numeric

C.  Must be in 'yyyy mm' format

D.  'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

A.  Optional

B.  Must be on Table 180

Precious metal code:

A. Optional

B. Must be on Table 182

Date Last Calibrated:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

E. Must not be greater than current date

Date Calibration Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date last calibrated

E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated fields for Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B.  Equipment type account from Table 050

C.  Date NASA acquired

D.  Acquisition transaction number

E.  Acquisition reference number

F.  Custodian number from Table 078

G.  Custodian organization code from Table 078

H.  Date inventoried

I.  Installation accountable

J.  Date status coded (current date)

K.  Transaction number

L.  Entry reference number

M.  Capitalization amount

```
USER-ID: XXXXX                    NEMS - 04              DATE: MM:DD:YY
PROGRAM: TRN004P1  RECEIPT BY TRANSFER FROM NASA INSTALLATION  TIME: HH:MM:SS

ECN: N000001
                                                           99 03 29
ACQ DOCUMENT CONTR                                         99 03 30
ITEM NAME: compute    EQUIP ECN  N000001                   YOR): 0202
MANUFACTURER'S - C    DISPOSAL CASE NMBR                    ***********
   SERIAL NO: 1****                                         99
NATIONAL STOCK NO:    ORG COST ACCT CODE  _____          : _____
COST (DOLLARS): 50    PROG COST ACCT CODE  _____
CUSTODIAN ACCOUNT
LOCATION - ZIP COD    PREVIOUS ORG COST ACCT CODE          N: _____
CAPITAL/SENSITIVE     PREVIOUS PROG COST ACCT CODE
AVAILABILITY STATU                                         __ __
DATE WARRANTY EXP
HAZARDOUS MATERIAL                                         : _
DATE LAST CALIBRAT    ENTER TO CONTINUE   OR 'C' TO CANCEL _  E: __ __ __
NEMS-1 BATCH (B) O
CAPITAL AMT: _____          ENTER 'C' TO CANCEL: _____

ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 05 -RECEIPT BY TRANSFER - FROM OGA

```
USER-ID: XXXXX                 NEMS - 05              DATE: 10/10/97
PROGRAM: TRN005P1       RECEIPT BY TRANSFER-FROM OGA   TIME: 12:56:41

ECN: J000343

ACQ DOCUMENT CONTROL NO: ***********    DATE INST ACQUIRED: ** ** **
ITEM NAME: *****************************   OTHER AGENCY NO: **
MANUFACTURER'S - CODE: *****             MODEL NO: ******************
  SERIAL NO: ********************         YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____       UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): ********                  ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****               USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION: _____
CAPITAL/SENSITIVE CODE: *                 CONDITION CODE: __
AVAILABILITY STATUS CODE: *               DATE AVAILABLE: __ __ __
DATE WARRANTY EXP - MATERIALS: ____ __    LABOR: ____ __
HAZARDOUS MATERIAL CODE: _                PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __            DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B         LOCAL DATA (Y): _
                                          ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 05 is used for the addition of equipment purchased/ controlled by another government agency, usually GSA, but title and control of the equipment is now the responsibility of the receiving installation.  The Table File is used to validate the data.  After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior To successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Inst Acquired:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Cannot be greater than current year

Item Name:

A. Mandatory

B. Must be entered left justified

Other Agency No:

A. Mandatory

B. Must be numeric

C. Must be on Table 132

Manufacturer's - Code:

A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Custodian account no:

A. Mandatory

B.  Must be entered left justified

C.  Must be on table 078

User No:

A.  Optional

B.  Must be entered left justified

C.  Must be on Table 090

Location - Zip Code:

A.  Mandatory

B.  No further edits

Location - Building:

A.  Mandatory

B.  Must be entered left justified

C.  Must be on Table 1

Location - Room:

A.  Optional

B.  Must be entered left justified

Location:

A.  Optional

B.  Must be entered left justified

Capital/Sensitive Code:

A.  Mandatory

B.  Must be on Table 130

Condition Code:

A.  Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

A. Optional

B. Must be on Table 180

Precious Metal Code:

A. Optional

B. Must be on Table 182

Date Last Calibrated:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

E. Must not be greater than current date

Date Calibration Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date last calibrated

E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated fields for Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B.  Equipment type account from Table 050

C.  Date NASA acquired

D.  Acquisition transaction number

E.  Acquisition reference number

F.  Custodian number from Table 078

G.  Custodian organization code from Table 078

H.  Date inventoried

I.  Installation accountable

J.  Date status coded (current date)

K.  Transaction number

L.  Entry reference number

M.  Capitalization Amount

```
 USER-ID: XXXXX                 NEMS - 05              DATE: MM:DD:YY
 PROGRAM: TRN005P1       RECEIPT BY TRANSFER-FROM OGA  TIME: HH:MM:SS

 ECN: N000001

 ACQ DOCUMENT CONTR                                       99 03 30
 ITEM NAME: compute  ┌─────────────────────────────┐
 MANUFACTURER'S - C  │ EQUIP ECN  N000001          │     ***********
   SERIAL NO: 1****  │ DISPOSAL CASE NMBR          │     99
 NATIONAL STOCK NO:  │ ORG COST ACCT CODE  _____  │     : _____
 COST (DOLLARS): 50  │ PROG COST ACCT CODE  _____  │
 CUSTODIAN ACCOUNT   │                             │
 LOCATION - ZIP COD  │ PREVIOUS ORG COST ACCT CODE │     N: _____
 CAPITAL/SENSITIVE   │ PREVIOUS PROG COST ACCT CODE│
 AVAILABILITY STATU  │                             │     __ __
 DATE WARRANTY EXP   │                             │
 HAZARDOUS MATERIAL  │                             │     : _
 DATE LAST CALIBRAT  │ ENTER TO CONTINUE   OR 'C' TO CANCEL │  E: __ __ __
 NEMS-1 BATCH (B) O  └─────────────────────────────┘

                                        ENTER 'C' TO CANCEL: _____


 ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the
user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with
         previous data already entered.  Enter the information on the screen
         or verify that the record displayed is the correct record.

         Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the
         messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

C.  Optional

D.  Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 06 - RECEIPT BY TRANSFER - FROM CONTRACTOR

```
USER-ID: XXXXX                   NEMS - 06                 DATE: MM:DD:YY
 PROGRAM: TRN006P1    RECEIPT BY TRANSFER FROM CONTRACTOR     TIME: HH:MM:SS

 ECN: N000001
                                          DATE NASA ACQUIRED: __ __ __
 ACQ DOCUMENT CONTROL NO: ***********     DATE INST ACQUIRED: ** ** **
 ITEM NAME: ***************************    CONTRACTOR (CONVEYOR):
*********
 MANUFACTURER'S - CODE: *****             MODEL NO: ********************
   SERIAL NO: ********************        YEAR MANUFACTURED: **
 NATIONAL STOCK NO: **** __ _____      UNIQUE EQUIPMENT NO: _____
 COST (DOLLARS): *********                ESTIMATED (Y): _
 CUSTODIAN ACCOUNT NO: *****              USER NO: _____
 LOCATION - ZIP CODE: 35812  BLDG: ********** ROOM: _____ LOCATION: _____
 CAPITAL/SENSITIVE CODE: *                CONDITION CODE: __
 AVAILABILITY STATUS CODE: *              DATE AVAILABLE: __ __ __
 DATE WARRANTY EXP - MATERIALS: ____ __   LABOR: ____ __
 HAZARDOUS MATERIAL CODE: _               PRECIOUS METAL CODE: _
 DATE LAST CALIBRATED: __ __ __           DATE CALIBRATION DUE: __ __ __
 NEMS-1 BATCH (B) OR ONLINE (O): B        LOCAL DATA (Y): _
                                          ENTER 'C' TO CANCEL: _____


 ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

> Transaction 06 is used for the addition of equipment purchased/ controlled by a contractor, but title and control of the equipment is now the responsibility of the receiving installation.  It is possible for the record to exist in the Equipment File under a pseudo key; however this record should be retired to the Historical File by transaction 68 (transfer of GFE by a contractor).  The Table File is used to validate the data.  After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

> A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user

Desired optional fields

When adding a record as a result of an intra-center transfer, the appropriate data elements will appear on the screen from the history file record of the deleting sub-installation. When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from your Transfer File record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq document control no:

A. Mandatory

B. Must be entered left justified

Date Nasa acquired:

    A.  Optional

    B.   Must be numeric

    C.   Must be in 'yy mm dd' format

    D.   Cannot be greater than current year

    E.   Must not be greater than current date

    F.   Must not be greater than Date Inst Acq

Date Inst Acquired:

    A.  Mandatory

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

    D.  Cannot be greater than current year

Item Name:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must not be changed if standardized

Contractor (Conveyor):

    A.  Mandatory

    B.  Can be entered left or right justified (stored right justified with leading spaces)

Manufacturer's - Code:

    A.  Mandatory

    B.  Must be on Table 040

Manufacturer's - Model No:

    A.  Mandatory

B.  Must be entered left justified

Manufacturer's - Serial No:

A.  Mandatory

B.  Must be entered left justified

Year Manufactured:

A.  Mandatory

B.  Must be numeric

National Stock No:

A.  First four positions mandatory

B.  First four position must be numeric

C.  Last nine positions optional

D.  First two positions must be on Table 050

Unique Equipment No:

A.  Optional

B.  Must be entered left justified

Cost (dollars):

A.  Mandatory

B.  Must be numeric

C.  Can be entered left or right justified (stored right justified with leading zeros

Estimated (y):

A.  Optional

B.  Must be either 'y' or spaces

Custodian Account No:

A.  Mandatory

B.  Must be entered left justified

C.  Must be on Table 078

User No:

A.  Optional

B.  Must be entered left justified

C.  Must be on Table 090

Location - Zip Code:

A.  Mandatory

B.  No further edits

Location - Building:

A.  Mandatory

B.  Must be entered left justified

C.  Must be on Table 1

Location - Room:

A.  Optional

B.  Must be entered left justified

Location:

A.  Optional

B.  Must be entered left justified

Capital/Sensitive Code:

A.  Mandatory

B.  Must be on Table 130

Condition Code:

A.  Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

A. Optional

B. Must be on Table 80

Precious Metal Code:

A.  Optional

B.  Must be on Table 182

Date Last Calibrated:

A.  Optional

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than or equal to date inst acquired

E.  Must not be greater than current date

Date Calibration Due:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than date last calibrated

E.  Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A.  Mandatory

B.  Must be either 'B' or 'O'

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated fields for Equipment File:

A.  Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B.  Equipment type account from Table 050

C.  Date NASA acquired

D.  Acquisition transaction number

E.  Acquisition reference number

F.  Custodian number from Table 078

G.  Custodian organization code from Table 078

H.  Date inventoried

I.  Installation accountable

J.  Date status coded (current date)

K.  Transaction number

L.  Entry reference number

M.  Capitalization amount

```
 USER-ID: XXXXX                    NEMS - 06                     DATE: MM:DD:YY
 PROGRAM: TRN006P1      RECEIPT BY TRANSFER FROM CONTRACTOR      TIME: HH:MM:SS

 ECN: N000001
                                                                  99 03 29
 ACQ DOCUMENT CONTR                                               99 03 30
 ITEM NAME: compute     EQUIP ECN  N000001                      R):
0202*****
 MANUFACTURER'S - C     DISPOSAL CASE NMBR                      ***********
    SERIAL NO: 1****                                            99
 NATIONAL STOCK NO:     ORG COST ACCT CODE  _____              : _____
 COST (DOLLARS): 50     PROG COST ACCT CODE  _____
 CUSTODIAN ACCOUNT
 LOCATION - ZIP COD     PREVIOUS ORG COST ACCT CODE             N: _____
 CAPITAL/SENSITIVE      PREVIOUS PROG COST ACCT CODE
 AVAILABILITY STATU                                             __ __
 DATE WARRANTY EXP
 HAZARDOUS MATERIAL                                             : _
 DATE LAST CALIBRAT     ENTER TO CONTINUE   OR 'C' TO CANCEL _  E: __ __ __
 NEMS-1 BATCH (B) O
                                        ENTER 'C' TO CANCEL: _____


 ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

    A.   Mandatory

    B.   Must enter Prog Cost Acct Code

Enter 'c' to cancel:

    E.   Optional

    F.   Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 07 - RECEIPT BY TRANSFER - REPORTED BY CONTRACTOR

```
USER-ID: XXXXX                    NEMS - 07                    DATE: MM/DD/YY
PROGRAM: TRN007P1    TRANSFER-REPORTED BY CONTRACTOR           TIME: HH:MM:SS

ECN: 1998881

ACQ DOCUMENT CONTROL NO: ***********      DATE INST ACQUIRED: ** ** **
ITEM NAME: *****************************
MANUFACTURER'S - CODE: *****               MODEL NO: ********************
  SERIAL NO: *******************           YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____
COST (DOLLARS): ********                    ESTIMATED (Y): _
LOCATION - ZIP CODE: *****                  CONDITION CODE: __
AVAILABILITY STATUS CODE: *                 DATE AVAILABLE: __ __ __
CONTRACTOR (ACCOUNTABLE): *********         CONTRACTOR TAG NO: *************
LOCAL DATA (Y): _

                                           ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 07 is used for the addition of equipment which will be controlled by a contractor.  The record is added with a pseudo key (a block of special equipment control numbers designated for contractors).  The contractor is responsible for reporting any movement of controlled equipment purchased with government money.  The table file is used to validate the data.  After the record is added to the Equipment File, a record is added to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C.  If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

When adding a record as a result of an intra-center transfer, the appropriate data elements will appear on the screen from the history file record of the deleting sub-installation.  When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from your transfer file record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Inst Acquired:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Cannot be greater than current year

Item Name:

    A. Mandatory

    B. Must be entered left justified

    C. Must not be changed if standardized

Manufacturer's - Code:

    A. Mandatory

    B. Must be on Table 040

Manufacturer's - Model No:

    A. Mandatory

    B. Must be entered left justified

Manufacturer's - Serial No:

    A. Mandatory

    B. Must be entered left justified

Year Manufactured:

    A. Mandatory

    B. Must be numeric

National Stock No:

    A. First four positions mandatory

    B. First four position must be numeric

    C. Last nine positions optional

    D. First two positions must be on Table 050

Cost (dollars):

    A. Mandatory

    B. Must be numeric

C.  Can be entered left or right justified (stored right justified with leading zeros

Estimated (y):

A.  Optional

B.  Must be either 'y' or spaces

Location - Zip Code:

A.  Mandatory

B.  No further edits

Condition Code:

A.  Optional

B.  Can be entered left or right justified (stored right justified with leading spaces)

C.  Must be on Table 510

Availability Status Code:

A.  Mandatory

B.  Must be on Table 410

Date Available:

A.  Optional

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than or equal to date inst acquired

Contractor (accountable):

A.  Mandatory

B.  Can be entered left or right justified (stored right justified with leading spaces)

Contractor Tag No:

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B. Date NASA acquired

C. Acquisition transaction number

D. Acquisition reference number

E. Capital sensitive class code

F. Installation accountable

G. Date status coded (current date)

H. Transaction number

I. Entry reference number

J. Date inventoried

K. Capitalization amount

```
USER-ID: XXXXX                  NEMS - 07                    DATE: MM:DD:YY
 PROGRAM: TRN007P1      TRANSFER-REPORTED BY CONTRACTOR       TIME: HH:MM:SS

 ECN: N000001

 ACQ DOCUMENT CONTR                                            99 03 30
 ITEM NAME: compute    ┌─────────────────────────────────────┐
 MANUFACTURER'S - C    │ EQUIP ECN  N000001                  │  ***********
   SERIAL NO: 1****    │ DISPOSAL CASE NMBR                  │  99
 NATIONAL STOCK NO:    │                                     │
 COST (DOLLARS): 50    │ ORG COST ACCT CODE  _____          │
 LOCATION - ZIP COD    │ PROG COST ACCT CODE  _____          │
 AVAILABILITY STATU    │                                     │
 CONTRACTOR (ACCOUN    │ PREVIOUS ORG COST ACCT CODE         │  __ __
0202*********         │ PREVIOUS PROG COST ACCT CODE        │
 LOCAL DATA (Y): _     │                                     │
                       │                                     │  : _____
                       │                                     │
                       │ ENTER TO CONTINUE   OR 'C' TO CANCEL│_
                       └─────────────────────────────────────┘

 WARNING - THIS ITEM HAS NOT BEEN DELETED BY THE SENDING INSTALLATION
 ADDING THIS RECORD NOW WILL ADVERSELY AFFECT THE CENTRAL TRANSFER FILE
 ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.
This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

G.  Optional

H.  Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 08 - RECEIPT FROM LEASE IN

```
USER-ID: XXXXX                     NEMS - 08                    DATE: MM/DD/YY
PROGRAM: TRN008P1             RECEIPT FROM LEASE IN             TIME: HH:MM:SS

ECN: 1998881

ACQ DOCUMENT CONTROL NO: ***********       DATE INST ACQUIRED: ** ** **
ITEM NAME: *****************************
MANUFACTURER'S - CODE: *****               MODEL NO: ********************
  SERIAL NO: ********************          YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____        UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *********                  ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****                USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION: _____
                                           CONDITION CODE: __
AVAILABILITY STATUS CODE: *                DATE AVAILABLE: __ __ __
LOAN/LEASE DOCUMENT NO: ******             DATE L/L/B IN DUE: ** ** **
HAZARDOUS MATERIAL CODE: _                 PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __             DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B          LOCAL DATA (Y): _
                                           ENTER 'C' TO CANCEL: _____



ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 08 is used for the addition of equipment leased from a non-NASA entity by the installation.  A lease/loan document number is required for input and a special lease/loan tag is assigned.  The table file is used to validate the data.  After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Inst Acquired:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Cannot be greater than current year

Item Name:

    A.  Mandatory

    B.  Must be entered left justified

Manufacturer's - Code:

    A.  Mandatory

    B.  Must be on Table 040

Manufacturer's - Model No:

    A.  Mandatory

    B.  Must be entered left justified

Manufacturer's - Serial No:

    A.  Mandatory

    B.  Must be entered left justified

Year Manufactured:

    A.  Mandatory

    B.  Must be numeric

National Stock No:

    A.  First four positions mandatory

    B.  First four position must be numeric

    C.  Last nine positions optional

    D.  First two positions must be on Table 050

Unique Equipment No:

    A.  Optional

    B.  Must be entered left justified

Cost (dollars):

    A.  Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User No:

A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Loan/Lease Document No:

A. Mandatory

B. No further edits

Date Loan/Lease/Brw In Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Hazardous Material Code:

A. Optional

B.  Must be on table 180

Precious Metal Code:

A.  Optional

B.  Must be on Table 182

Date Last Calibrated:

A.  Optional

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than or equal to date inst acquired

E.  Must not be greater than current date

Date Calibration Due:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than date last calibrated

E.  Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A.  Mandatory

B.  Must be either 'B' or 'O'

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B.  Date NASA acquired

C.  Acquisition transaction number

D.  Acquisition reference number

E.  Custodian number from Table 078

F.  Capital sensitive class code ('x')

G.  Custodian organization code from Table 078

H.  Date inventoried

I.  Equipment in code

J.  Installation accountable

K.  Date status coded (current date)

L.  Transaction number

M.  Entry reference number

N.  Capitalization amount

```
USER-ID: XXXXX                   NEMS - 08                  DATE: MM:DD:YY
 PROGRAM: TRN008P1           RECEIPT FROM LEASE IN          TIME: HH:MM:SS

 ECN: N000001

ACQ DOCUMENT CONTR                                            99 03 29
ITEM NAME: COMPUTE     EQUIP ECN  N000001
MANUFACTURER'S - C     DISPOSAL CASE NMBR                   ***********
   SERIAL NO: 1****                                         99
NATIONAL STOCK NO:     ORG COST ACCT CODE  _____           : _____
COST (DOLLARS): 50     PROG COST ACCT CODE  _____
CUSTODIAN ACCOUNT
LOCATION - ZIP COD     PREVIOUS ORG COST ACCT CODE          N: _____
                       PREVIOUS PROG COST ACCT CODE
AVAILABILITY STATU                                          __ __
LOAN/LEASE DOCUMEN                                          99 03 30
HAZARDOUS MATERIAL                                          : _
DATE LAST CALIBRAT     ENTER TO CONTINUE   OR 'C' TO CANCEL  E: __ __ __
NEMS-1 BATCH (B) O

                                           ENTER 'C' TO CANCEL: _____
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the
user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with
previous data already entered.  Enter the information on the screen
or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the
messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

    A.   Mandatory

    B.   Must enter Org Cost Acct Code

Prog Cost Acct Code

    A.   Mandatory

    B.   Must enter Prog Cost Acct Code

Enter 'c' to cancel:

    I.   Optional

    J.   Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 09 - RECEIPT FROM LOAN IN

```
USER-ID: XXXXX                  NEMS - 09                     DATE: MM/DD/YY
PROGRAM: TRN009P1            RECEIPT FROM LOAN IN             TIME: HH:MM:SS

ECN: 1998881

ACQ DOCUMENT CONTROL NO: ***********     DATE INST ACQUIRED: ** ** **
ITEM NAME: ****************************   OTHER AGENCY NO: __
MANUFACTURER'S - CODE: *****              MODEL NO: ********************
   SERIAL NO: ********************         YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____       UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *********                  ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****                USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____  LOCATION: _____
                                           CONDITION CODE: __
AVAILABILITY STATUS CODE: *                DATE AVAILABLE: __ __ __
LOAN/LEASE DOCUMENT NO: ******             DATE L/L/B IN DUE: ** ** **
HAZARDOUS MATERIAL CODE: _                 PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __             DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B          LOCAL DATA (Y): _
                                           ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 09 is used for the addition of equipment loaned from a non-NASA entity by the installation.  A lease/loan document number is required for input and a special lease/loan tag is assigned.  The table file is used to validate the data.  After the record is added to the equipment file, a record is written to the daily transaction file

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C.  If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  The following steps are to be followed for each screen.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A.  Mandatory

B.  Must be entered left justified

Date Inst Acquired:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Cannot be greater than current year

Item Name:

A.  Mandatory

B.  Must be entered left justified

Other Agency No:

A.  Optional

B.  Must be numeric

C.  Must be on Table 132

Manufacturer's - Code:

A.  Mandatory

B.  Must be on Table 040

Manufacturer's - Model No:

A.  Mandatory

B.  Must be entered left justified

Manufacturer's - Serial No:

A.  Mandatory

B.  Must be entered left justified

Year Manufactured:

A.  Mandatory

B.  Must be numeric

National Stock No:

A.  First four positions mandatory

B.  First four position must be numeric

C.  Last nine positions optional

D.  First two positions must be on Table 050

Unique Equipment No:

    A.  Optional

    B.  Must be entered left justified

Cost (dollars):

    A.  Mandatory

    B.  Must be numeric

    C.  Can be entered left or right justified (stored right justified with leading zeros

Estimated (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Custodian Account No:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must be on Table 078

User No:

    A.  Optional

    B.  Must be entered left justified

    C.  Must be on Table 090

Location - Zip Code:

    A.  Mandatory

    B.  No further edits

Location - Building:

    A.  Mandatory

    B.  Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Loan/Lease Document No:

A. Mandatory

B. No further edits

Date Loan/Lease/Brw In Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Hazardous Material Code:

A. Optional

B. Must be on Table 180

Precious Metal Code:

A. Optional

B. Must be on Table 182

Date Last Calibrated:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

E. Must not be greater than current date

Date Calibration Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date last calibrated

E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Enter 'c' to cancel:

    A.  Optional

    B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

    A.  Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

    B.  Date NASA acquired

    C.  Acquisition transaction number

    D.  Acquisition reference number

    E.  Custodian number from table 078

    F.  Custodian organization code from table 078

    G.  Capital sensitive class code ('x')

    H.  Date inventoried

    I.  Equipment in code

    K.  Installation accountable

    L.  Date status coded (current date)

    J.  Transaction number

    M.  Entry reference number

    N.  Capitalization amount

```
USER-ID: XXXXX                  NEMS - 09              DATE: MM:DD:YY
PROGRAM: TRN009P1           RECEIPT FROM LOAN IN       TIME: HH:MM:SS

ECN: N000001

ACQ DOCUMENT CONTR                                        99 03 29
ITEM NAME: compute   EQUIP ECN  N000001
MANUFACTURER'S - C   DISPOSAL CASE NMBR                   ***********
   SERIAL NO: 1****                                       99
NATIONAL STOCK NO:   ORG COST ACCT CODE   _____          : _____
COST (DOLLARS): 50   PROG COST ACCT CODE  _____
CUSTODIAN ACCOUNT
LOCATION - ZIP COD   PREVIOUS ORG COST ACCT CODE          N: _____
                     PREVIOUS PROG COST ACCT CODE
AVAILABILITY STATU                                        __ __
LOAN/LEASE DOCUMEN                                        99 03 30
HAZARDOUS MATERIAL                                        : _
DATE LAST CALIBRAT   ENTER TO CONTINUE   OR 'C' TO CANCEL _  E: __ __ __
NEMS-1 BATCH (B) O

                                        ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.   Mandatory

B.   Must enter Org Cost Acct Code

Prog Cost Acct Code

A.   Mandatory

B.   Must enter Prog Cost Acct Code

Enter 'c' to cancel:

K.   Optional

L.   Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'


## TRANSACTION 10 - RECEIPT FROM FABRICATION

```
USER-ID: XXXXX                    NEMS - 10                  DATE: MM/DD/YY
PROGRAM: TRN010P1          RECEIPT FROM FABRICATION          TIME: HH:MM:SS

ECN: 1998881


ACQ DOCUMENT CONTROL NO: ***********     DATE INST ACQUIRED: ** ** **
ITEM NAME: *****************************
MANUFACTURER'S - CODE: *****             MODEL NO: ********************
  SERIAL NO: *******************          YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____      UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *********                ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****              USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION: _____
CAPITAL/SENSITIVE CODE: *                CONDITION CODE: __
AVAILABILITY STATUS CODE: *              DATE AVAILABLE: __ __ __
HAZARDOUS MATERIAL CODE: _               PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __           DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B        LOCAL DATA (Y): _
                                         ENTER 'C' TO CANCEL: _____



ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 10 is used for the addition of equipment which has been fabricated (manufactured) by the installation.  The Table File is used to validate the data.  After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C.  If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: if error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A.  Mandatory

B.  Must be entered left justified

Date Inst Acquired:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Cannot be greater than current year

Item Name:

A.  Mandatory

B.  Must be entered left justified

Manufacturer's - Code:

A.  Mandatory

B.  Must be on Table 040

Manufacturer's - Model No:

A.  Mandatory

B.  Must be entered left justified

Manufacturer's - Serial No:

A.  Mandatory

B.  Must be entered left justified

Year Manufactured:

A.  Mandatory

B.  Must be numeric

National Stock No:

A.  First four positions mandatory

B.  First four position must be numeric

C.  Last nine positions optional

D.  First two positions must be on Table 050

Unique Equipment No:

A.  Optional

    B.  Must be entered left justified

Cost (dollars):

    A.  Mandatory

    B.  Must be numeric

    C.  Can be entered left or right justified (stored right justified with leading zeros

Estimated (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Custodian account no:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must be on Table 078

User no:

    A.  Optional

    B.  Must be entered left justified

    C.  Must be on Table 090

Location - Zip Code:

    A.  Mandatory

    B.  No further edits

Location - Building:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Hazardous Material Code:

A. Optional

B. Must be on Table 180

Precious Metal Code:

A. Optional

B. Must be on Table 182

Date Last Calibrated:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

E. Must not be greater than current date

Date Calibration Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date last calibrated

E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B. Equipment type account from Table 050

C. Date NASA acquired

D. Acquisition transaction number

E. Acquisition reference number

F. Custodian number from Table 078

G. Custodian organization code from Table 078

H. Date inventoried

I. Installation accountable

J. Date status coded (current date)

K. Transaction number

L. Entry reference number

M. Capitalization amount

```
USER-ID: XXXXX                   NEMS - 10                  DATE: MM:DD:YY
PROGRAM: TRN010P1           RECEIPT FROM FABRICATION        TIME: HH:MM:SS

ECN: N000001

ACQ DOCUMENT CONTR                                             99 03 30
ITEM NAME: compute    EQUIP ECN  N000001
MANUFACTURER'S - C    DISPOSAL CASE NMBR                    ***********
   SERIAL NO: 1****                                         99
NATIONAL STOCK NO:    ORG COST ACCT CODE  _____           : _____
COST (DOLLARS): 50    PROG COST ACCT CODE  _____
CUSTODIAN ACCOUNT
LOCATION - ZIP COD    PREVIOUS ORG COST ACCT CODE           N: _____
CAPITAL/SENSITIVE     PREVIOUS PROG COST ACCT CODE
AVAILABILITY STATU                                          __ __
HAZARDOUS MATERIAL                                          : _
DATE LAST CALIBRAT                                          E: __ __ __
NEMS-1 BATCH (B) O    ENTER TO CONTINUE   OR 'C' TO CANCEL
                                                            : _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

M. Optional

N. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 11 - RECEIPT FROM ASSEMBLY/DISASSEMBLY

```
USER-ID: XXXXX                       NEMS - 11                     DATE: MM/DD/YY
PROGRAM: TRN011P1     RECEIPT FROM ASSEMBLY/DISASSEMBLY            TIME: HH:MM:SS

ECN: 1998881


ACQ DOCUMENT CONTROL NO: ***********        DATE INST ACQUIRED: ** ** **
ITEM NAME: ****************************
MANUFACTURER'S - CODE: *****                MODEL NO: ********************
   SERIAL NO: *******************           YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____         UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *********                   ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****                 USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION: _____
CAPITAL/SENSITIVE CODE: *                   CONDITION CODE: __
AVAILABILITY STATUS CODE: *                 DATE AVAILABLE: __ __ __
HAZARDOUS MATERIAL CODE: _                  PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __              DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B           LOCAL DATA (Y): _
                                            ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 11 is used for the addition of a new piece of equipment resulting from an assembly or disassembly by the installation. The table file is used to validate the data. After the record is added to the Equipment File, a record is record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user

Desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Inst Acquired:

A. Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Cannot be greater than current year

Item Name:

A.  Mandatory

B.  Must be entered left justified

Manufacturer's - Code:

A.  Mandatory

B.  Must be on Table 040

Manufacturer's - Model No:

A.  Mandatory

B.  Must be entered left justified

Manufacturer's - Serial No:

A.  Mandatory

B.  Must be entered left justified

Year Manufactured:

A.  Mandatory

B.  Must be numeric

National Stock No:

A.  First four positions mandatory

B.  First four position must be numeric

C.  Last nine positions optional

D.  First two positions must be on Table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros

Estimated (Y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User No:

A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

    A. Optional

    B. Must be entered left justified

Location:

    A. Optional

    B. Must be entered left justified

Capital/Sensitive Code:

    A. Mandatory

    B. Must be on Table 130

Condition Code

    A. Optional

    B. Can be entered left or right justified (stored right justified with leading spaces)

    C. Must be on Table 510

Availability Status Code:

    A. Mandatory

    B. Must be on Table 410

Date Available:

    A. Optional

    B. Must be numeric

    C. Must be in 'yy mm dd' format

    D. Must be greater than or equal to date inst acquired

Hazardous Material Code:

    A. Optional

    B. Must be on Table 180

Precious Metal Code:

    A. Optional

    B. Must be on Table 182

Date Last Calibrated:

    A. Optional

    B. Must be numeric

    C. Must be in 'yy mm dd' format

    D. Must be greater than or equal to date inst acquired

    E Must not be greater than current date

Date Calibration Due:

    A. Mandatory

    B. Must be numeric

    C. Must be in 'yy mm dd' format

    D. Must be greater than date last calibrated

    E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

    A. Mandatory

    B. Must be either 'B' or 'O'

Local Data (y):

    A. Optional

    B. Must be either 'y' or spaces

Enter 'c' to cancel:

    A. Optional

    B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B.  Equipment type account from Table 050

C.  Date NASA acquired

D.  Acquisition transaction number

E.  Acquisition reference number

F.  Custodian number from Table 078

G.  Custodian organization code from Table 078

H.  Date inventoried

I.  Installation accountable

J.  Date status coded (current date)

K.  Transaction number

L.  Entry reference number

M. Capitalization amount

```
USER-ID: XXXXX                    NEMS - 11                    DATE: MM:DD:YY
PROGRAM: TRN011P1        RECEIPT FROM ASSEMBLY/DISASSEMBLY     TIME: HH:MM:SS

ECN: N000001

ACQ DOCUMENT CONTR                                               99 03 30
ITEM NAME: compute   EQUIP ECN  N000001
MANUFACTURER'S - C   DISPOSAL CASE NMBR                        ***********
   SERIAL NO: 1****                                            99
NATIONAL STOCK NO:   ORG COST ACCT CODE  _____               : _____
COST (DOLLARS): 50   PROG COST ACCT CODE  _____
CUSTODIAN ACCOUNT
LOCATION - ZIP COD   PREVIOUS ORG COST ACCT CODE               N: _____
CAPITAL/SENSITIVE    PREVIOUS PROG COST ACCT CODE
AVAILABILITY STATU                                             __ __
HAZARDOUS MATERIAL                                            : _
DATE LAST CALIBRAT                                            E: __ __ __
NEMS-1 BATCH (B) O   ENTER TO CONTINUE   OR 'C' TO CANCEL _
                                                             : _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

   This transaction was called from multiple transaction screens.

Calls Screens:

   The successful completion or cancellation of this transaction will return the
   user to the add transaction menu.

Instruction Steps:

   Step 1:  This screen may appear with selected data fields blank or with
            previous data already entered.  Enter the information on the screen
            or verify that the record displayed is the correct record.

            Press the 'Enter' key.

   Step 2:  If error messages appear at the bottom of the screen, read the
            messages and correct  the identified field.

            Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.   Mandatory

B.   Must enter Org Cost Acct Code

Prog Cost Acct Code

A.   Mandatory

B.   Must enter Prog Cost Acct Code

Enter 'c' to cancel:

O.   Optional

P.   Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 12 - RECEIPT FROM FOUND ON STATION

```
USER-ID: XXXXX                  NEMS - 12                  DATE: 10/10/97
PROGRAM: TRN012P1        RECEIPT FROM FOUND ON STATION      TIME: 13:12:20

ECN: J000622

ACQ DOCUMENT CONTROL NO: ***********      DATE INST ACQUIRED: ** ** **
ITEM NAME: ****************************
MANUFACTURER'S - CODE: *****              MODEL NO: ********************
  SERIAL NO: ********************         YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____       UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *********                 ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****               USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION: _____
CAPITAL/SENSITIVE CODE: *                 CONDITION CODE: __
AVAILABILITY STATUS CODE: *               DATE AVAILABLE: __ __ __
DATE WARRANTY EXP - MATERIALS: ____ __    LABOR: ____ __
HAZARDOUS MATERIAL CODE: _                PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __            DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B         LOCAL DATA (Y): _
                                          ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 12 is used for the addition of equipment that is found on the premises and for which an equipment control number has not previously been issued.  The table file is used to validate the data.  After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN's been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Inst Acquired:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Cannot be greater than current year

Item Name:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Code:

A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User No:

A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 50

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D.  'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A.  Optional

B.  Must be numeric

C.  Must be in 'yyyy mm' format

D.  'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

A.  Optional

B.  Must be on Table 180

Precious Metal Code:

A.  Optional

B.  Must be on Table 182

Date Last Calibrated:

A.  Optional

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than or equal to date inst acquired


E.  Must not be greater than current date

Date Calibration Due:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than date last calibrated

E.  Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

    A.  Mandatory

    B.  Must be either 'B' or 'O'

Local Data (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Enter 'c' to cancel:

    A.  Optional

    B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

    A.  Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

    B.  Equipment type account from Table 050

    C.  Date NASA acquired

    D.  Acquisition transaction number

    E.  Acquisition reference number

    F.  Custodian number from Table 078

    G.  Custodian organization code from Table 078

    H.  Date inventoried

    I.  Installation accountable

    J.  Date status coded (current date)

    K.  Transaction number

    L.  Entry reference number

    M.  Capitalization amount

```
USER-ID: XXXXX                    NEMS - 12                  DATE: MM:DD:YY
PROGRAM: TRN012P1        RECEIPT FROM FOUND ON STATION       TIME: HH:MM:SS

ECN: N000001

ACQ DOCUMENT CONTR                                          99 03 30
ITEM NAME: compute     EQUIP ECN  N000001
MANUFACTURER'S - C     DISPOSAL CASE NMBR                   ***********
   SERIAL NO: 1****                                         99
NATIONAL STOCK NO:     ORG COST ACCT CODE   _____          : _____
COST (DOLLARS): 50     PROG COST ACCT CODE   _____
CUSTODIAN ACCOUNT
LOCATION - ZIP COD     PREVIOUS ORG COST ACCT CODE          N: _____
CAPITAL/SENSITIVE      PREVIOUS PROG COST ACCT CODE
AVAILABILITY STATU                                          __ __
DATE WARRANTY EXP
HAZARDOUS MATERIAL                                          : _
DATE LAST CALIBRAT     ENTER TO CONTINUE   OR 'C' TO CANCEL _  E: __ __ __
NEMS-1 BATCH (B) O

                                       ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

    This transaction was called from multiple transaction screens.

Calls Screens:

    The successful completion or cancellation of this transaction will return the
    user to the add transaction menu.

Instruction Steps:

    Step 1:  This screen may appear with selected data fields blank or with
             previous data already entered.  Enter the information on the screen
             or verify that the record displayed is the correct record.

             Press the 'Enter' key.

    Step 2:  If error messages appear at the bottom of the screen, read the
             messages and correct  the identified field.

             Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

Q.  Optional

R.  Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 13 - RECEIPT FROM EXCESS

```
USER-ID: XXXXX                    NEMS - 13                  DATE: MM:DD:YY
PROGRAM: TRN013P1             RECEIPT FROM EXCESS            TIME: HH:MM:SS

ECN: N000001
                                          DATE NASA ACQUIRED: __ __ __
ACQ DOCUMENT CONTROL NO: ***********      DATE INST ACQUIRED: ** ** **
ITEM NAME: *****************************
MANUFACTURER'S - CODE: *****              MODEL NO: *******************
  SERIAL NO: ******************           YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____       UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *********                 ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****               USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION: _____
CAPITAL/SENSITIVE CODE: *                 CONDITION CODE: __
AVAILABILITY STATUS CODE: *               DATE AVAILABLE: __ __ __
DATE WARRANTY EXP - MATERIALS: ____ __    LABOR: ____ __
HAZARDOUS MATERIAL CODE: _                PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __            DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B         LOCAL DATA (Y): _
CAPITAL AMT: _____               ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

> Transaction 13 is used for the addition of equipment that is taken from a government loan pool.  The Table File is used to validate the data.  After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  The following steps are to be followed for each screen.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Nasa acquired:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Cannot be greater than current year

E. Must not be greater than current date

F.  Must not be greater than Date Inst Acq

Date Inst Acquired:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Can not be greater than current year

Item Name:

A.  Mandatory

B.  Must be entered left justified

Manufacturer's - Code:

A.  Mandatory

B.  Must be on Table 040

Manufacturer's - Model No:

A.  Mandatory

B.  Must be entered left justified

Manufacturer's - Serial No:

A.  Mandatory

B.  Must be entered left justified

Year manufactured:

A.  Mandatory

B.  Must be numeric

National Stock No:

A.  First four positions mandatory

B.  First four position must be numeric

C.  Last nine positions optional

D.  First two positions must be on Table 050

Unique Equipment No:

A.  Optional

B.  Must be entered left justified

Cost (dollars):

A.  Mandatory

B.  Must be numeric

C.  Can be entered left or right justified (stored right justified with leading zeros

Estimated (y):

A.  Optional

B.  Must be either 'y' or spaces

Custodian Account No:

A.  Mandatory

B.  Must be entered left justified

C.  Must be on Table 078

User No:

A.  Optional

B.  Must be entered left justified

C.  Must be on Table 090

Location - Zip Code:

A.  Mandatory

B.  No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

    A.  Optional

    B.  Must be numeric

    C.  Must be in 'yyyy mm' format

    D.  'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

    A.  Optional

    B.  Must be numeric

    C.  Must be in 'yyyy mm' format

    D.  'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

    A.  Optional

    B.  Must be on Table 180

Precious Metal Code:

    A.  Optional

    B.  Must be on Table 182

Date Last Calibrated:

    A.  Optional

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

    D.  Must be greater than or equal to date inst acquired

    E.  Must not be greater than current date

Date Calibration Due:

    A.  Mandatory

    B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than date last calibrated

E.  Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A.  Mandatory

B.  Must be either 'B' or 'O'

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B.  Equipment type account from table 050

C.  Date NASA acquired

D.  Acquisition transaction number

E.  Acquisition reference number

F.  Custodian number from table 078

G.  Custodian organization code from Table 078

H.  Date inventoried

I.  Installation accountable

J.  Date status coded (current date)

K.  Transaction number

L.  Entry reference number

M.  Capitalization amount

```
USER-ID: XXXXX                    NEMS - 13                    DATE: MM:DD:YY
PROGRAM: TRN013P1             RECEIPT FROM EXCESS              TIME: HH:MM:SS

ECN: N000001
                                                              99 03 29
ACQ DOCUMENT CONTR                                            99 03 30
ITEM NAME: compute     EQUIP ECN  N000001
MANUFACTURER'S - C     DISPOSAL CASE NMBR                     ***********
   SERIAL NO: 1****                                           99
NATIONAL STOCK NO:     ORG COST ACCT CODE  _____             : _____
COST (DOLLARS): 50     PROG COST ACCT CODE  _____
CUSTODIAN ACCOUNT
LOCATION - ZIP COD     PREVIOUS ORG COST ACCT CODE            N: _____
CAPITAL/SENSITIVE      PREVIOUS PROG COST ACCT CODE
AVAILABILITY STATU                                            __ __
DATE WARRANTY EXP
HAZARDOUS MATERIAL                                            : _
DATE LAST CALIBRAT     ENTER TO CONTINUE   OR 'C' TO CANCEL   E: __ __ __
NEMS-1 BATCH (B) O
CAPITAL AMT: _____              ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

    This transaction was called from multiple transaction screens.

Calls Screens:

    The successful completion or cancellation of this transaction will return the
    user to the add transaction menu.

Instruction Steps:

    Step 1:  This screen may appear with selected data fields blank or with
             previous data already entered.  Enter the information on the screen
             or verify that the record displayed is the correct record.

             Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

S.  Optional

T.  Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 14 - RECEIPT FROM RETAGGING

```
USER-ID: XXXXX                      NEMS - 14                    DATE: MM/DD/YY
PROGRAM: TRN014P1            RECEIPT FROM RETAGGING              TIME: HH:MM:SS

ECN:                PREVIOUS ECN:              CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):                      CONTRACTOR TAG NO:
ITEM MAME:                                     MODEL NO:
MFG'S NAME:                                    SERIAL NO:
LOCATION - ZIP CODE:          BUILDING:        ROOM:

NEMS-1 BATCH (B) OR ONLINE (O): *              LOCAL DATA (Y): _

                                               ENTER 'C' TO CANCEL: _____
```

Purpose:

Transaction 14 is used for the addition of equipment when the original tag
has been lost and a new tag has been assigned.  This transaction will
generate transaction 74 (delete from retag).  After the record is added to the
Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment
Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the
user to the add transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If Error Messages Appear At The Bottom Of The Screen, Read The messages And Correct The Identified Field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: the user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Transaction number

B. Entry reference number

C.  Date inventoried

D.  Capitalization amount

```
 USER-ID: XXXXX                 NEMS - 14                   DATE: MM:DD:YY
 PROGRAM: TRN014P1          RECEIPT FROM RETAGGING          TIME: HH:MM:SS

 ECN: N000001     PREVIOUS ECN: Z000001     CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY    ┌─────────────────────────────────────────────┐
 LOCATION - ZIP COD  │ EQUIP ECN  N000001                          │
                     │ DISPOSAL CASE NMBR                          │
 NEMS-1 BATCH (B) O  │                                             │
                     │ ORG COST ACCT CODE  _____                  │
                     │ PROG COST ACCT CODE  _____                  │
                     │                                        : _____
                     │ PREVIOUS ORG COST ACCT CODE                 │
                     │ PREVIOUS PROG COST ACCT CODE                │
                     │                                             │
                     │                                             │
                     │ ENTER TO CONTINUE   OR 'C' TO CANCEL _      │
                     │                                             │
                     │                                             │
                     └─────────────────────────────────────────────┘

 ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

        This transaction was called from multiple transaction screens.

Calls Screens:

        The successful completion or cancellation of this transaction will return
        the user to the add transaction menu.

Instruction Steps:

  Step 1:  This screen may appear with selected data fields blank or with
              previous data already entered.  Enter the information on the screen
              or verify that the record displayed is the correct record.

              Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

    A.  Mandatory

    B.  Must enter Org Cost Acct Code


Prog Cost Acct Code

    A.  Mandatory

    B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

    U.  Optional

    V.  Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 15 - RECEIPT FROM RETURN OF RECORD FROM HISTORICAL FILE

```
 USER-ID: XXXXX                     NEMS - 15              DATE: MM/DD/YY
 PROGRAM: TRN015P1    RETURN OF RECORD FROM HISTORICAL FILE    TIME: HH:MM:SS

 ECN:                                 CUSTODIAN ACCOUNT NO:
 CONTRACTOR (ACCOUNTABLE):             CONTRACTOR TAG NO:
 ITEM NAME: COMPUTER                  MODEL NO:
 MFG NAME:                            SERIAL NO:
 LOCATION - ZIP CODE: *****  BLDG: **********  ROOM: _____     LOCATION:
 _____

 NEMS-1 BATCH (B) OR ONLINE (O): *           LOCAL DATA (Y): _

                                             ENTER 'C' TO CANCEL: _____


 PRESS ENTER KEY TO ADD THIS RECORD
```

```
USER-ID: XXXXX                    NEMS - 15                    DATE: MM/DD/YY
PROGRAM: TRN015P1   RETURN OF RECORD FROM HISTORICAL FILE     TIME: HH:MM:SS

ECN:                  PREVIOUS ECN:            CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):                      CONTRACTOR TAG NO:
ITEM MAME:                                     MODEL NO:
MFG'S NAME:                                    SERIAL NO:

NEMS-1 BATCH (B) OR ONLINE (O): *              LOCAL DATA (Y): _

                                               ENTER 'C' TO CANCEL: _____
```

Purpose:

Transaction 15 is used for the addition of equipment resulting from the reversal of a transaction which retired a record to the Historical File. This transaction must be executed within 15 days from the date the record was retired to the Historical File. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 Batch (B) or Online (O):

    A.  Mandatory

    B.  Must be either 'B' or 'O'

Enter 'c' to cancel:

    A.  Optional

    B.  Must be either 'c' or spaces

Local Data (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Generated Fields For Equipment File:

    A.  Date shipped (spaced out)

    B.  Equipment out code (spaced out)

    C.  Contractor receiver (spaced out)

    D.  Installation receiver (spaced out)

    E.  Delete code (spaced out)

    F.  Transaction number

    G.  Entry reference number

    H.  Date inventoried

    I.  Capitalization amount

```
 USER-ID: XXXXX                      NEMS - 15              DATE: MM/DD/YY
 PROGRAM: TRN015P1    RETURN OF RECORD FROM HISTORICAL FILE  TIME: HH:MM:SS

 ECN:                                     CUSTODIAN ACCOUNT NO:
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME:             EQUIP ECN
 LOCATION - ZIP COD    DISPOSAL CASE NMBR                        CATION:
 _____

 NEMS-1 BATCH (B) O    ORG COST ACCT CODE    ___
                       PROG COST ACCT CODE   ___
                                                                :  _____
                       PREVIOUS ORG COST ACCT CODE
                       PREVIOUS PROG COST ACCT CODE



                       ENTER TO CONTINUE   OR 'C' TO CANCEL _



 PRESS ENTER KEY TO ADD THIS RECORD
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the
user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with
previous data already entered.  Enter the information on the screen
or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the
messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

W.  Optional

X.  Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 16 - RECEIPT BY TRANSFER FROM REAL TO PERSONAL PROPERTY

```
USER-ID: XXXXX          NEMS - 16 - RECEIPT BY TRANSFER      DATE: 10/10/97
PROGRAM: TRN016P1       FROM REAL TO PERSONAL PROPERTY        TIME: 13:37:36

ECN: G712345

ACQ DOCUMENT CONTROL NO: ***********     DATE INST ACQUIRED: ** ** **
ITEM NAME: *****************************
MANUFACTURER'S - CODE: *****              MODEL NO: ********************
   SERIAL NO: ********************         YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____        UNIQUE EQUIPMENT NO: _____
COST: ************                         ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****                USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION: _____
CAPITAL/SENSITIVE CODE: *                  CONDITION CODE: __
AVAILABILITY STATUS CODE: *                DATE AVAILABLE: __ __ __
DATE WARRANTY EXP - MATERIALS: ____ __      LABOR: ____ __
HAZARDOUS MATERIAL CODE: _                  PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __             DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B          LOCAL DATA (Y): _
                                           ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 16 is used for the transfer of property from real to personal status.

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C.  If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  The following steps are to be followed for each screen.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of ECN serial number, and contractor tag number).

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

    A.  Mandatory

    B.  Must be entered left justified

Date Inst Acquired:

    A.  Mandatory

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

    D.  Cannot be greater than current year

Item Name:

    A.  Mandatory

    B.  Must be entered left justified

Manufacturer's - Code:

    A.  Mandatory

    B.  Must be on Table 040

Manufacturer's - Model No:

    A.  Mandatory

    B.  Must be entered left justified

Manufacturer's - Serial No:

    A.  Mandatory

    B.  Must be entered left justified

Year Manufactured:

    A.  Mandatory

B.  Must be numeric

National Stock No:

A.  First four positions mandatory

B.  First four position must be numeric

C.  Last nine positions optional

D.  First two positions must be on Table 050

Unique Equipment No:

A.  Optional

B.  Must be entered left justified

Cost:

A.  Mandatory

B.  Must be numeric

C.  Can be entered left or right justified (stored right justified with leading zeros

D.  Can be entered with pennies (left or right justified).  A decimal point '.' followed by two numbers will denote  pennies (ex. '5634.50').

Estimated (y):

A.  Optional

B.  Must be either 'y' or spaces

Custodian Account No:

A.  Mandatory

B.  Must be entered left justified

C.  Must be on Table 078

User No:

A.  Optional

B.  Must be entered left justified

C.  Must be on Table 090

Location - Zip Code:

A.  Mandatory

B.  No further edits

Location - Building:

A.  Mandatory

B.  Must be entered left justified

C.  Must be on Table 1

Location - Room:

A.  Optional

B.  Must be entered left justified

Location:

A.  Optional

B.  Must be entered left justified

Capital/Sensitive Code:

A.  Mandatory

B.  Must be on Table 130

Condition Code:

A.  Optional

B.  Can be entered left or right justified (stored right justified with leading spaces)

C.  Must be on table 510

Availability Status Code:

A.  Mandatory

B.  Must be on Table 410

Date Available:

A.  Optional

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A.  Optional

B.  Must be numeric

C.  Must be in 'yyyy mm' format

D.  'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A.  Optional

B.  Must be numeric

C.  Must be in 'yyyy mm' format

D.  'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

A.  Optional

B.  Must be on Table 180

Precious Metal Code:

A.  Optional

B.  Must be on Table 182

Date Last Calibrated:

A.  Optional

B.  Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

E. Must not be greater than current date

Date Calibration Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date last calibrated

E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B. Equipment type account from table 050

C. Date NASA acquired

D. Acquisition transaction number

E. Acquisition reference number

F.  Custodian number from table 078

G.  Custodian organization code from table 078

H.  Date inventoried

I.  Installation accountable

J.  Date status coded (current date)

K.  Transaction number

L.  Entry reference number

M.  Capitalization amount

```
 USER-ID: XXXXX          NEMS - 16 - RECEIPT BY TRANSFER      DATE: MM:DD:YY
 PROGRAM: TRN016P1         FROM REAL TO PERSONAL PROPERTY      TIME: HH:MM:SS

 ECN: Z000003

 ACQ DOCUMENT CONTR                                            99 03 31
 ITEM NAME: compute    EQUIP ECN  Z000003
 MANUFACTURER'S - C    DISPOSAL CASE NMBR                      ***********
   SERIAL NO: 1****                                            99
 NATIONAL STOCK NO:    ORG COST ACCT CODE  _____            : _____
 COST: 500*********    PROG COST ACCT CODE  _____
 CUSTODIAN ACCOUNT
 LOCATION - ZIP COD    PREVIOUS ORG COST ACCT CODE            N: _____
 CAPITAL/SENSITIVE     PREVIOUS PROG COST ACCT CODE
 AVAILABILITY STATU                                            __ __
 DATE WARRANTY EXP
 HAZARDOUS MATERIAL                                           : _
 DATE LAST CALIBRAT    ENTER TO CONTINUE   OR 'C' TO CANCEL _  E: __ __ __
 NEMS-1 BATCH (B) O

                                          ENTER 'C' TO CANCEL: _____


 ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.   Mandatory

B.   Must enter Org Cost Acct Code

Prog Cost Acct Code

A.   Mandatory

B.   Must enter Prog Cost Acct Code

Enter 'c' to cancel:

Y.   Optional

Z.   Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 17 - RECEIPT FROM NON-GOVERNMENT SOURCE

```
USER-ID: XXXXX                   NEMS - 17                  DATE: 10/10/97
PROGRAM: TRN017P1      RECEIPT FROM NON-GOVERMENT SOURCE      TIME: 13:50:15

ECN: G878900

ACQ DOCUMENT CONTROL NO: ***********     DATE INST ACQUIRED: ** ** **
ITEM NAME: ****************************   CONTRACTOR (CONVEYOR): *********
MANUFACTURER'S - CODE: *****              MODEL NO: ********************
  SERIAL NO: *******************          YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____       UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *********                 ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****               USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: ********** ROOM: _____ LOCATION: _____
CAPITAL/SENSITIVE CODE: *                 CONDITION CODE: __
AVAILABILITY STATUS CODE: *               DATE AVAILABLE: __ __ __
DATE WARRANTY EXP - MATERIALS: ____ __    LABOR: ____ __
HAZARDOUS MATERIAL CODE: _                PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __            DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B         LOCAL DATA (Y): _
                                          ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 17 is used for the addition of equipment received from a non-government source. He table file is used to validate the data.  After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

  A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

  B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

  C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

  Step 1:  The following steps are to be followed for each screen.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

    Enter data in all mandatory fields and any user desired optional fields

    Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

    Press the 'Enter' key.

  Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

    Press the 'Enter' key.

    This step may be repeated as many times as necessary.

  Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

    Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

    A.  Mandatory

    B.  Must be entered left justified

Date inst acquired:

    A.  Mandatory

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

    D.  Cannot be greater than current year

Item Name:

    A.  Mandatory

    B.  Must be entered left justified

Contractor (conveyor):

    A.  Mandatory

    B.  Can be entered left or right justified (stored right justified with leading spaces)

Manufacturer's - Code:

    A.  Mandatory

    B.  Must be on Table 040

Manufacturer's - Model No:

    A.  Mandatory

    B.  Must be entered left justified

Manufacturer's - Serial No:

    A.  Mandatory

    B.  Must be entered left justified

Year Manufactured:

    A.  Mandatory

    B.  Must be numeric

National Stock No:

    A.  First four positions mandatory

    B.  First four position must be numeric

    C.  Last nine positions optional

    D.  First two positions must be on Table 050

Unique Equipment No:

    A.  Optional

    B.  Must be entered left justified

Cost (dollars):

    A.  Mandatory

    B.  Must be numeric

    C.  Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Custodian Account No:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must be on Table 078

User No:

    A.  Optional

B.  Must be entered left justified

C.  Must be on Table 090

Location - Zip Code:

A.  Mandatory

B.  No further edits

Location - Building:

A.  Mandatory

B.  Must be entered left justified

C.  Must be on Table 1

Location - Room:

A.  Optional

B.  Must be entered left justified

Location:

A.  Optional

B.  Must be entered left justified

Capital/Sensitive Code:

A.  Mandatory

B.  Must be on Table 130

Condition Code:

A.  Optional

B.  Can be entered left or right justified (stored right justified with leading spaces)

C.  Must be on table 510

Availability Status Code:

A.  Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

A. Optional

B. Must be on Table 180

Precious Metal Code:

A. Optional

B. Must be on Table 182

Date Last Calibrated:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

E. Must not be greater than current date

Date Calibration Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date last calibrated

E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces
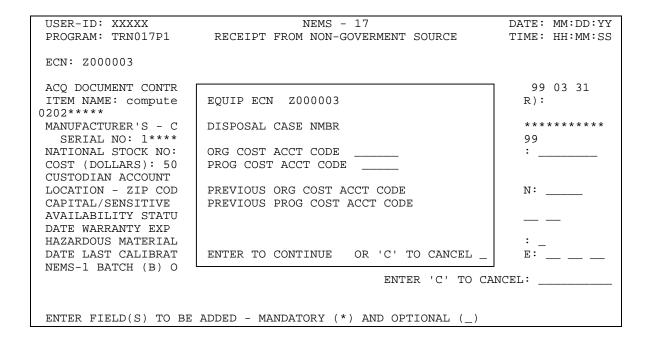
Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B. Equipment type account from Table 050

C. Date NASA acquired

D. Acquisition transaction number

E. Acquisition reference number

F.  Custodian number from Table 078

G.  Custodian organization code from Table 078

H.  Date inventoried

I.  Installation accountable

J.  Date status coded (current date)

K.  Transaction number

L.  Entry reference number

M. Capitalization amount

```
 USER-ID: XXXXX                    NEMS - 17                DATE: MM:DD:YY
 PROGRAM: TRN017P1      RECEIPT FROM NON-GOVERMENT SOURCE    TIME: HH:MM:SS

 ECN: Z000003

 ACQ DOCUMENT CONTR                                          99 03 31
 ITEM NAME: compute   ┌──────────────────────────────────┐  R):
0202*****              │ EQUIP ECN   Z000003              │
 MANUFACTURER'S - C    │                                  │  ***********
   SERIAL NO: 1****     │ DISPOSAL CASE NMBR               │  99
 NATIONAL STOCK NO:    │                                  │  : _____
 COST (DOLLARS): 50    │ ORG COST ACCT CODE  _____       │
 CUSTODIAN ACCOUNT     │ PROG COST ACCT CODE  _____       │
 LOCATION - ZIP COD    │                                  │  N: _____
 CAPITAL/SENSITIVE     │ PREVIOUS ORG COST ACCT CODE      │
 AVAILABILITY STATU    │ PREVIOUS PROG COST ACCT CODE     │  __ __
 DATE WARRANTY EXP     │                                  │
 HAZARDOUS MATERIAL    │                                  │  : _
 DATE LAST CALIBRAT    │ ENTER TO CONTINUE   OR 'C' TO CANCEL _ │  E: __ __ __
 NEMS-1 BATCH (B) O    └──────────────────────────────────┘
                                   ENTER 'C' TO CANCEL: _____


 ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

   This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

AA. Optional

BB. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 18 - RECEIPT FROM
## NOT PREVIOUSLY MEETING CRITERIA FOR TAGGING

```
USER-ID: XXXXX          NEMS – 18 – RECEIPT FROM NOT       DATE: 10/10/97
PROGRAM: TRN018P1   PREVIOUSLY MEETING CRITERIA FOR TAGGING    TIME: 13:56:06

ECN: G617878

ACQ DOCUMENT CONTROL NO: ***********      DATE INST ACQUIRED: ** ** **
ITEM NAME: *****************************
MANUFACTURER'S – CODE: *****              MODEL NO: ********************
  SERIAL NO: *******************          YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____       UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *********                 ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****               USER NO: _____
LOCATION – ZIP CODE: 35812  BLDG: *********  ROOM: _____ LOCATION _____
CAPITAL/SENSITIVE CODE: *                 CONDITION CODE: __
AVAILABILITY STATUS CODE: *               DATE AVAILABLE: __ __ __
DATE WARRANTY EXP – MATERIALS: _____ __    LABOR: _____ __
HAZARDOUS MATERIAL CODE: _                PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __            DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B         LOCAL DATA (Y): _
                                          ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 18 is used for the addition of equipment that now meets the criteria for tagging, where previously it did not. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Inst Acquired:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Cannot be greater than current year

Item Name:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Code:

A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

    A.  Mandatory

    B.  Must be numeric

National Stock No:

    A.  First four positions mandatory

    B.  First four position must be numeric

    C.  Last nine positions optional

    D.  First two positions must be on table 050

Unique Equipment No:

    A.  Optional

    B.  Must be entered left justified

Cost (dollars):

    A.  Mandatory

    B.  Must be numeric

    C.  Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Custodian Account No:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must be on Table 078

User No:

    A.  Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B.  Must be on Table 410

Date Available:

A.  Optional

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A.  Optional

B.  Must be numeric

C.  Must be in 'yyyy mm' format

D.  'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A.  Optional

B.  Must be numeric

C.  Must be in 'yyyy mm' format

D.  'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

A.  Optional

B.  Must be on Table 180

Precious Metal Code:

A.  Optional

B.  Must be on Table 182

Date Last Calibrated:

A.  Optional

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than or equal to date inst acquired

E.  Must not be greater than current date

Date Calibration Due:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than date last calibrated

E.  Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A.  Mandatory

B.  Must be either 'B' or 'O'

Local Data (Y):

A.  Optional

B.  Must be either 'Y' or spaces

Enter 'C' to cancel:

A.  Optional

B.  Must be either 'C' or spaces

Generated fields for equipment file:

A.  Manufacturer name (spaced out) if manufacturer's code is not 'XXXX'

B.  Equipment type account from Table 050

C.  Data NASA acquired

D.  Acquisition transaction number

E.  Acquisition reference number

F.  Custodian number from Table 078

G.  Custodian organization code from Table 078

H.  Date inventoried

I.  Installation accountable

J.  Date status code (current date)

K.  Transaction number

L.  Entry reference number

M.  Capitalization amount

```
 USER-ID: XXXXX            NEMS – 18 – RECEIPT FROM NOT        DATE: MM:DD:YY
 PROGRAM: TRN018P1   PREVIOUSLY MEETING CRITERIA FOR TAGGING   TIME: HH:MM:SS

 ECN: Z000003

 ACQ DOCUMENT CONTR                                              99 03 31
 ITEM NAME: compute  ┌──────────────────────────────────────┐
 MANUFACTURER'S – C  │ EQUIP ECN  Z000003                   │   ***********
    SERIAL NO: 1**** │ DISPOSAL CASE NMBR                   │   99
 NATIONAL STOCK NO:  │ ORG COST ACCT CODE  _____          │ : _____
 COST (DOLLARS): 50  │ PROG COST ACCT CODE  _____          │
 CUSTODIAN ACCOUNT   │                                      │
 LOCATION – ZIP COD  │ PREVIOUS ORG COST ACCT CODE          │   N _____
 CAPITAL/SENSITIVE   │ PREVIOUS PROG COST ACCT CODE         │
 AVAILABILITY STATU  │                                      │   __ __
 DATE WARRANTY EXP   │                                      │
 HAZARDOUS MATERIAL  │                                      │   : _
 DATE LAST CALIBRAT  │ ENTER TO CONTINUE   OR 'C' TO CANCEL _│   E: __ __ __
 NEMS-1 BATCH (B) O  └──────────────────────────────────────┘

                                         ENTER 'C' TO CANCEL: _____


 ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

   This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

CC. Optional

DD. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 19 - RECEIPT FROM
## REINSTATING ITEM PREVIOUSLY SURVEYED

```
USER-ID: XXXXX                   NEMS - 19                 DATE: MM/DD/YY
PROGRAM: TRN019P1   REINSTATE ITEM PREVIOUSLY SURVEYED     TIME: HH:MM:SS

ECN:              PREVIOUS ECN:          CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):                CONTRACTOR TAG NO:
ITEM MAME:                               MODEL NO:
MFG'S NAME:                              SERIAL NO:

CUSTODIAN ACCOUNT NO: *****              USER NO: _____
LOCATION - ZIP CODE: *****    BUILDING:  ROOM:       LOCATION: _____
NEMS-1 BATCH (B) OR ONLINE (O): *        LOCAL DATA (Y): _

                                         ENTER 'C' TO CANCEL: _____
```

Purpose:

Transaction 19 is used for the addition of equipment resulting from the reversal of a survey transaction (71) when the item was subsequently found.

After the record is added to the Equipment File a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User Number:

    A. Optional

    B. Just be entered left justified

    C. Must be on Table 090

Location - Zip Code:

    A. Mandatory

    B. No further edits

Location - Building:

    A. Mandatory

    B. Must be entered left justified

    C. Must be on Table 1

Location - Room:

    A. Optional

    B. Must be entered left justified

    C. No further edits

Location:

    A. Optional

    B. Must be entered left justified

    C. No further edits

NEMS-1 Batch (B) or Online (O):

    A. Mandatory

    B. Must be either 'B' or 'O'

Enter 'c' to cancel:

    A. Optional

    B. Must be either 'c' or spaces

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Generated Fields For Equipment File:

A. Transaction number

B. Entry reference number

C. Date inventoried

D. Capitalization amount

```
 USER-ID: XXXXX                    NEMS - 19                    DATE: MM:DD:YY
 PROGRAM: TRN019P1   REINSTATE ITEMS PREVIOUSLY LOST ON SURVEY   TIME: HH:MM:SS

 ECN: Z000001                                    CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY      EQUIP ECN  Z000001
                        DISPOSAL CASE NMBR
 CUSTODIAN ACCOUNT
 LOCATION - ZIP COD     ORG COST ACCT CODE  _____            CATION:
 _____
 NEMS-1 BATCH (B) O     PROG COST ACCT CODE  _____

                        PREVIOUS ORG COST ACCT CODE              : _____
                        PREVIOUS PROG COST ACCT CODE



                        ENTER TO CONTINUE   OR 'C' TO CANCEL



 PRESS ENTER TO ADD THIS RECORD
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

EE. Optional

FF. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 20 - RECEIPT BORROW IN

```
USER-ID: XXXXX                NEMS – 20                    DATE: MM/DD/YY
PROGRAM: TRN020P1        RECEIPT FROM BORROW IN            TIME: HH:MM:SS

ECN: 1998881

ACQ DOCUMENT CONTROL NO: ***********      DATE INST ACQUIRED: ** ** **
ITEM NAME: ***************************      INSTALLATION CONVEYOR: ****
MANUFACTURER'S - CODE: *****              MODEL NO: ********************
  SERIAL NO: *******************          YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____       UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *********                 ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****               USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: **********  ROOM: _____ LOCATION: _____
                                          CONDITION CODE: __
AVAILABILITY STATUS CODE: *               DATE AVAILABLE: __ __ __
LOAN/LEASE DOCUMENT NO: _____           DATE L/L/B IN DUE: ** ** **
HAZARDOUS MATERIAL CODE: _                PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: __ __ __            DATE CALIBRATION DUE: __ __ __
NEMS-1 BATCH (B) OR ONLINE (O): B         LOCAL DATA (Y): _
                                          ENTER 'C' TO CANCEL: _____


ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 20 is used for the addition of equipment borrowed from a NASA entity by the installation.  The Table File is used to validate the data.  After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu.  The Equipment Control Number (ECN) was entered on the add  transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  The following steps are to be followed for each screen.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

    A.  Mandatory

    B.  Must be entered left justified

Date Inst Acquired:

    A.  Mandatory

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

    D.  Cannot be greater than current year

Item Name:

    A.  Mandatory

    B.  Must be entered left justified

Installation Conveyor:

    A.  Mandatory

    B.  Must be numeric

    C.  Must be on Table 252

Manufacturer's - Code:

    A.  Mandatory

    B.  Must be on Table 040

Manufacturer's - Model No:

    A.  Mandatory

    B.  Must be entered left justified

Manufacturer's - Serial No:

    A.  Mandatory

    B.  Must be entered left justified

Year Manufactured:

    A.  Mandatory

    B.  Must be numeric

National Stock No:

    A.  First four positions mandatory

    B.  First four position must be numeric

    C.  Last nine positions optional

    D.  First two positions must be on Table 050

Unique Equipment No:

    A.  Optional

    B.  Must be entered left justified

Cost (dollars):

    A.  Mandatory

    B.  Must be numeric

    C.  Can be entered left or right justified (stored right justified with leading zeros

Estimated (Y):

    A.  Optional

    B.  Must be either 'y' or spaces

Custodian Account No:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must be on Table 078

User No:

A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Condition Code:

A. Optional - (mandatory - if availability status code = 'b','c', or 'd'

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

    A. Optional

    B. Must be numeric

    C. Must be in 'yy mm dd' format

    D. Must be greater than or equal to date inst acquired

Loan/Lease Document No:

    A. Optional

    B. No further edits

Date Loan/Lease/BRW In Due:

    A. Mandatory

    B. Must be numeric

    C. Must be in 'yy mm dd' format

    D. Must be greater than or equal to date inst acquired

Hazardous Material Code:

    A. Optional

    B. Must be on Table 180

Precious Metal Code:

    A. Optional

    B. Must be on Table 182

Date Last Calibrated:

    A. Optional

    B. Must be numeric

    C. Must be in 'yy mm dd' format

    D. Must be greater than or equal to date inst acquired

    E. Must not be greater than current date

Date Calibration Due:

L.  Date status coded (current date)

J.  Transaction number

M.  Entry reference number

N.  Capitalization amount

```
USER-ID: XXXXX                  NEMS - 20                    DATE: MM:DD:YY
PROGRAM: TRN020P1           RECEIPT FROM BORROW IN           TIME: HH:MM:SS

ECN: Z000001

ACQ DOCUMENT CONTR                                              99 03 30
ITEM NAME: COMPUTE    |  EQUIP ECN   Z000001          |       OR: 0202
MANUFACTURER'S - C    |  DISPOSAL CASE NMBR           |       ***********
   SERIAL NO: 1****    |                              |       99
NATIONAL STOCK NO:    |  ORG COST ACCT CODE  _____   |       : _____
COST (DOLLARS): 50    |  PROG COST ACCT CODE   _____  |
CUSTODIAN ACCOUNT     |                              |
LOCATION - ZIP COD    |  PREVIOUS ORG COST ACCT CODE   |       N: _____
                      |  PREVIOUS PROG COST ACCT CODE  |
AVAILABILITY STATU    |                              |       __ __
LOAN/LEASE DOCUMEN    |                              |       99 03 31
HAZARDOUS MATERIAL    |                              |       : _
DATE LAST CALIBRAT    |  ENTER TO CONTINUE   OR 'C' TO CANCEL |  E: __ __ __
NEMS-1 BATCH (B) O    |                              |

                                          ENTER 'C' TO CANCEL: _____
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

   This transaction was called from multiple transaction screens.

Calls Screens:

   The successful completion or cancellation of this transaction will return the
   user to the add transaction menu.

Instruction Steps:

   Step 1:  This screen may appear with selected data fields blank or with
            previous data already entered.  Enter the information on the screen
            or verify that the record displayed is the correct record.

            Press the 'Enter' key.

   Step 2:  If error messages appear at the bottom of the screen, read the
            messages and correct  the identified field.

            Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

GG. Optional

HH. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 21 - RECEIPT - LEASE TO PURCHASE

```
USER-ID: XXXXX                    NEMS - 21                  DATE: MM/DD/YY
PROGRAM: TRN021P1              LEASE TO PURCHASE             TIME: HH:MM:SS

ECN:              PREVIOUS ECN:             CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):                   CONTRACTOR TAG NO:
ITEM MAME:                                  MODEL NO:
MFG'S NAME:                                 SERIAL NO:
LOCATION - ZIP CODE:         BUILDING:      ROOM:

ACQ DOCUMENT CONTROL NO: **********         DATE INST ACQUIRED: __ __ __
COST: ************
CAP SENS CODE: *                            USER NO: _____

NEMS-1 BATCH (B) OR ONLINE (O): *           LOCAL DATA (Y): _

                                            ENTER 'C' TO CANCEL: _____
```

Purpose:

Transaction 21 is used for the addition of equipment when leased equipment is converted to purchased equipment. This transaction will generate transaction 87 after the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*'  In all

unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'C' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A. Mandatory

B. Must be entered left justified

Date Inst Acquired:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Cannot be greater than current year

Cost:

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros

D. Can be entered with pennies (left or right justified). A decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Capital/Sensitive Code:

    A.  Mandatory

    B.  Must be on Table 130

User No:

    A.  Optional

    B.  Must be entered left justified

    C.  Must be on Table 090

NEMS-1 Batch (B) or Online (O):

    A.  Mandatory

    B.  Must be either 'B' or 'O'

Local Data (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Enter 'c' to cancel:

    A.  Optional

    B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

    A.  Equipment type account

    B.  Transaction number

    C.  Entry reference number

    D.  Loan lease document number (spaces)

    E.  Date loan lease borrow in due (zero)

    F.  Equipment in code (space)

    G.  Date inventoried (current date)

    H.  Capitalization amount

```
┌──────────────────────────────────────────────────────────────────────────┐
│ USER-ID: XXXXX                   NEMS - 21                  DATE: MM:DD:YY  │
│ PROGRAM: TRN021P1            LEASE TO PURCHASE              TIME: HH:MM:SS  │
│                                                                            │
│ ECN: Q000009    PREVIOUS ECN: Q000007    CUSTODIAN ACCOUNT NO: 10018       │
│ CONTRACTOR (ACCOUN                                                         │
│ ITEM NAME: COMPUTE   ┌──────────────────────────────────────────┐         │
│ MFG NAME: GATEWAY    │ EQUIP ECN  Q000009                       │         │
│ LOCATION - ZIP COD   │ DISPOSAL CASE NMBR                       │         │
│                      │                                          │         │
│ ACQ DOCUMENT CONTR   │ ORG COST ACCT CODE  _____              │ 99 03 31│
│ COST: 500*********   │ PROG COST ACCT CODE  _____              │         │
│ CAPITAL/SENSITIVE    │                                          │         │
│                      │ PREVIOUS ORG COST ACCT CODE              │         │
│ NEMS-1 BATCH (B) O   │ PREVIOUS PROG COST ACCT CODE             │         │
│                      │                                          │         │
│                      │                                : _____ │        │
│                      │                                          │         │
│                      │ ENTER TO CONTINUE   OR 'C' TO CANCEL _    │         │
│                      │                                          │         │
│                      └──────────────────────────────────────────┘         │
│                                                                            │
│ ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)              │
└──────────────────────────────────────────────────────────────────────────┘
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to  the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.   Mandatory

B.   Must enter Org Cost Acct Code


Prog Cost Acct Code

A.   Mandatory

B.   Must enter Prog Cost Acct Code

Enter 'c' to cancel:

II.   Optional

JJ.  Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## 4.1.2  NEMS Equipment File Update - Change

### NEMS EQUIPMENT FILE UPDATE - CHANGE SCREEN 1

```
USER-ID: XXXXX                       NEMS                    DATE: MM/DD/YY
PROGRAM: TRN000P1          EQUIPMENT FILE UPDATE MENU        TIME: HH:MM:SS


ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____    CUSTODIAN ACCOUNT NO: _____    (OR)
CONTRACTOR (ACCOUNTABLE): _____   (AND)   CONTRACTOR TAG NO: _____

25    COST (CHANGE)
26    CUSTODIAN ACCOUNT (CHANGE)
27    DATE AVAILABLE (CHANGE)
28    DATE DUE (CHANGE)
29    EQUIPMENT LOCATION (CHANGE)
30    STATUS CODE (CHANGE)
31    USER NUMBER (CHANGE)
38    BORROWED OUT
39    BORROWED OUT-RETURNED
40    LOAN/LEASE OUT




                    (MORE TRANSACTIONS ON NEXT PAGE)


```

### NEMS EQUIPMENT FILE UPDATE - CHANGE SCREEN 2

```
USER-ID: XXXXX                       NEMS                    DATE: MM/DD/YY
PROGRAM: TRN000P1          EQUIPMENT FILE UPDATE MENU        TIME: HH:MM:SS


ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____    CUSTODIAN ACCOUNT NO: _____    (OR)
CONTRACTOR (ACCOUNTABLE): _____   (AND)   CONTRACTOR TAG NO: _____

41    LOAN/LEASE OUT-RETURNED
42    LOAN POOL OUT
43    LOAN POOL OUT-RETURNED
44    STORAGE IN
45    STORAGE IN-RETURNED
46    CAPITAL SENSITIVE CLASS CODE AND NATIONAL STOCK NUMBER (CHANGE)
50    FREEZE NUMBER ASSIGNMENT
51    FREEZE NUMBER REMOVAL
52    EXCESS EQUIPMENT TURN-IN BY CUSTODIAN
53    EXCESS EQUIPMENT TURN-IN BY CONTRACTOR




                    (MORE TRANSACTIONS ON NEXT PAGE)


```

**NEMS EQUIPMENT FILE UPDATE - CHANGE SCREEN 3**

```
USER-ID: XXXXX                      NEMS                    DATE: MM/DD/YY
PROGRAM: TRN000P1          EQUIPMENT FILE UPDATE MENU        TIME: HH:MM:SS


ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____     CUSTODIAN ACCOUNT NO: _____    (OR)
CONTRACTOR (ACCOUNTABLE): _____   (AND)   CONTRACTOR TAG NO: _____

54   CALIBRATION UPDATE
55   INVENTORY UPDATE
56   REPAIR UPDATE
57   OFF-SITE FOR REPAIR
60   NASA HELD EQUIPMENT RECORD DATA (CHANGE)
61   CONTRACTOR HELD EQUIPMENT RECORD DATA (CHANGE)
62   GLOBAL (CHANGE)
63   REVERSE ADD (CHANGE)
64   LOCAL DATA UPDATE (NON REPORTABLE)
```

Purpose:

This screen will allow the user to choose one of the Addition Transactions
numbered 25 through 64. The transaction numbers and the corresponding
transaction names are listed on one or more screens. The entire list may be
viewed by scrolling (Pressing the 'ENTER" key). A more detailed explanation
of each transaction may be found on subsequent pages of this document.

Called from Screen:

This screen was called from the NEMS Equipment File Update menu
(Functions), where option 'C' was selected.

Called Screens:

A. This screen can call transactions 25 through 64.

B. The user can return to the NEMS Equipment File Update menu
   (Functions) by entering 'X' in the transactions number field.

Instruction Steps:

Step 1: Enter the Transaction number, Equipment Control Number (ECN),
and the Custodian Account Number for NASA - Held Equipment

or

Enter the Transaction number, Equipment Control Number (ECN), and the Contractor (Accountable) and the Contractor Tag Number for Contractor - Held Equipment

Press the 'ENTER' key.

Step 2: If Error Messages appear at the bottom of the screen, Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit the transactions at nay time by entering 'X' in the transaction number field.

Press the 'ENTER' key.

Edit Criteria:

ECN (Equipment Control Number):

A. Must be entered

B. Must be one character alphanumeric then five characters numeric

Custodian Account No:

A. Must be entered for NASA Held Equipment

B. Must match what is currently in the record

Contractor (Accountable):

C. Must be entered for Contractor Held equipment

D. Must match what is currently in the record

E. Can be entered right or left justified (stored right justified with leading spaces)

Contractor Tag No:

A. Must be entered for Contractor Held equipment

B. Must match what is currently in the record

C. Can be entered right or left justified (stored right justified with leading spaces)

Selection Criteria:

Transaction 25 - Cost (Change)

A. The record must exist on the NEMS Equipment file

B. This transaction is for NASA held or Contractor held equipment

Transaction 26 - Custodian Account (Change)

A. The record must exist on the NEMS Equipment file

B. This transaction is for NASA held equipment only

Transaction 27 - Date Available (Change)

A. The record must exist on the NEMS Equipment file

B. This transaction is for NASA held or Contractor held equipment

Transaction 28 - Date Lease/Loan/Borrow Out Due (Change)

A. The record must exist on the NEMS Equipment file

B. The equipment must be loaned, leased, or borrowed out

C. This transaction is for NASA held equipment only

Transaction 29 - Equipment Location (Change)

A. The record must exist on the NEMS Equipment file

B. This transaction is for NASA held equipment only

Transaction 30 - Status Code (Change)

A. The record must exist on the NEMS Equipment file

B. This transaction is for NASA held or Contractor held equipment

Transaction 31 - User Number (Change)

A. The record must exist on the NEMS Equipment file

B. This transaction is for Contractor held equipment only

Transaction 38 - Borrowed Out

   A. The record must exist on the NEMS Equipment file

   B. The equipment must not already be in and 'Out' Status

   C. This transaction is for NASA held equipment only

Transaction 39 - Borrowed Out-Returned

   A. The record must exist on the NEMS Equipment file

   B. The equipment must be borrowed out

   C. This transaction is for NASA held equipment only

Transaction 40 - Loan/Leased Out

   A. The record must exist on the NEMS Equipment file

   B. The equipment must not already be in an 'Out' Status

   C. This transaction is for NASA held equipment only

Transaction 41 - Loan/Lease Out-Returned

   A. The record must exist on the NEMS Equipment file

   B. The equipment must be loaned/leased out

   C. This transaction is for NASA held equipment only

Transaction 42 - Loan Pool Out

   A. The record must exist on the NEMS Equipment file

   B. The equipment must not already be in an 'Out' status

   C. This transaction is for NASA held equipment only

Transaction 43 - Loan Pool Out-Returned

   A. The record must exist on the NEMS Equipment file

   B. The equipment must be loaned pooled out

   C. This transaction is for NASA held equipment only

Transaction 44 - Storage In

 A. The record must exist on the NEMS Equipment file

 B. The New ECN must not exist on the NEMS Equipment file

 C. This transaction is for NASA held equipment only

Transaction 45 - Storage In-Returned

 A. The record must exist on the NEMS Equipment file

 B. The equipment must be in storage

 C. This transaction is for NASA held equipment only

Transaction 46 - Capital/Sensitive Code and National Stock No. Change

 A. The record must exist on the NEMS Equipment file

 B. This transaction is for NASA held equipment only

Transaction 50 - Freeze Number Assignment

 A. The record must exist on the NEMS Equipment file

 B. This transaction is for NASA held equipment only

Transaction 51 - Freeze Number Removal

 A. The record must exist on the NEMS Equipment file

 B. The record must currently have a freeze number assigned

 C. This transaction is for NASA held equipment only

Transaction 52 - Excess Equipment Turn-In by Custodian

 A. The record must exist on the NEMS Equipment file

 B. This transaction is for NASA held equipment only

Transaction 53 - Excess Equipment Turn-In By Contractor

 A. The record must exist on the NEMS Equipment file

 B. This transaction is for Contractor held equipment only

Transaction 54 - Calibration Update

    A.  The record must exist on the NEMS Equipment file

    B.  This transaction is for NASA held equipment only

Transaction 55 - Inventory Update

    A.  The record must exist on the NEMS Equipment file

    B.  This transaction is for NASA held equipment only

Transaction 56 - Repair Update

    A.  The record must exist on the NEMS Equipment file

    B.  This transaction is for NASA held equipment only

Transaction 57 - Off-Site For Repair

    A.  The record must exist on the NEMS Equipment file

    B.  This transaction is for NASA held equipment only

Transaction 60 - NASA Held Equipment Record Data (Change)

    A.  The record must exist on the NEMS Equipment file

    B.  This transaction is for NASA held equipment only

Transaction 61 - Contractor Held Equipment Record Data (Change)

    A.  The record must exist on the NEMS Equipment file

    B.  This transaction is for Contractor held equipment only

Transaction 62 - Global (Change)

    None

Transaction 63 - Reverse Add (Change)

    A.  The record must exist on the NEMS Equipment file

    B.  The Record must exist on the NEMS Daily or Monthly Transaction file

    C.  No cost change transactions have been applied

D.  This transaction is for NASA held equipment only

Transaction 64 - Local Data Update (Non-Reportable)

A.  The record must exist on the NEMS Equipment file

## 4.1.2.1  Change Transactions

### TRANSACTION 25 - COST (CHANGE)

```
USER-ID: XXXXX              NEMS – 25 – COST (CHANGE)           DATE: MM:DD:YY
PROGRAM: TRN025P1                                               TIME: HH:MM:SS

ECN: T190301                            CUSTODIAN ACCOUNT NO: 10018
CONTRACTOR (ACCOUNTABLE):               CONTRACTOR TAG NO:
ITEM NAME: PRINTER                      MODEL NO: 1
MFG NAME: GATEWAY 2000                  SERIAL NO: 1
COST: 500.00                            CAPITALIZED VALUE: 0.00

COST ADJUSTMENT: _____    OR     COST REPLACEMENT: _____
CAPITALIZED VALUE REPLACEMENT: _____  ESTIMATED COST (Y): _
ADJUSTMENT REFERENCE DOC: _____    CAPITAL/SENSITIVE CODE: N
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N  LOCAL DATA (Y): _

                                        ENTER 'C' TO CANCEL: _____

   NOTE: ADJUSTING THE CAPITALIZED VALUE ABOVE $100000 WILL CAUSE THE CAP
         SENS CODE TO CHANGE FROM AN 'N' TO A 'P' OR A 'Q' TO AN 'M';
         ADJUSTING THE COST BELOW $100000 (NO CAPITALIZED VALUE) WILL CHANGE
         A 'P' TO AN 'N' OR AN 'M' TO A 'Q'.


ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 25 is used to adjust the cost or change the estimated cost code fields for an Equipment File record when an error has occurred or a modification is necessary.  After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the change transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction  entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Enter the data in all desired fields.

Press the 'Enter" key

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter" key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior  to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Adjustment Cost:

A.  Mandatory (if replacement cost is not entered)

B.  Should reflect the amount of change of the cost field.

C.  Can be a subtraction (enter a '-' in the first position).

D.  Can contain pennies (a decimal '.' followed by two numbers).

E.  All other position must be numeric or blank.

F.  Examples:  To add $435 to the cost enter: 435

To add $213.56 enter: 213.56

To subtract $1,569 enter: -1569

To subtract $842.42 enter: -842.42

G.  Can be used for either a cost change if previously entered in error, or as a formal cost adjustment with supporting documentation (see adjustment reference document. below).

Replacement Cost:

A.  Mandatory (if adjustment cost is not entered)

B.  Should reflect the new cost amount.

C.  Can contain pennies (a decimal '.' followed by two numbers).

D.  All other position must be numeric or blank.

E.  Can be used for either a cost change if previously entered in error, or as a formal cost adjustment with supporting documentation (see adjustment reference document. below).

Estimated (Y):

A.  Optional

B.  Must be either 'y' or spaces

Adjustment Reference Doc:

A.  Optional

B.  Left justified

C.  The document number initiating a cost adjustment

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

NEMS-1 Batch (B), Online (O), or None(N):

A.  Mandatory

B.  Must be either 'b', 'o' or 'n'
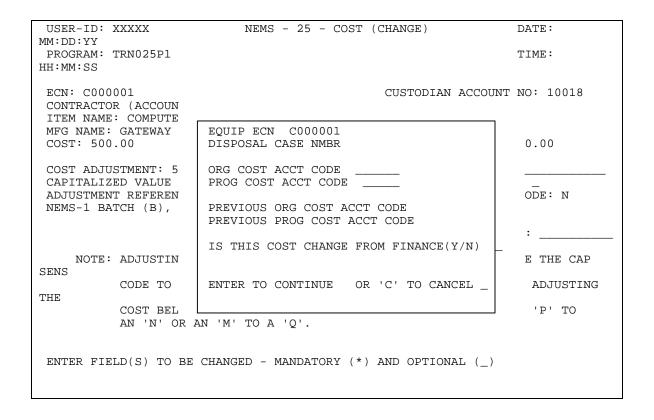
Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Cap sensitive code

B.  Transaction number

C.  Entry reference number

D.  Capitalized value

```
 USER-ID: XXXXX               NEMS - 25 - COST (CHANGE)          DATE:
MM:DD:YY
 PROGRAM: TRN025P1                                               TIME:
HH:MM:SS

 ECN: C000001                             CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY     EQUIP ECN  C000001
 COST: 500.00          DISPOSAL CASE NMBR                        0.00

 COST ADJUSTMENT: 5    ORG COST ACCT CODE  _____           _____
 CAPITALIZED VALUE     PROG COST ACCT CODE  _____                 _
 ADJUSTMENT REFEREN                                          ODE: N
 NEMS-1 BATCH (B),     PREVIOUS ORG COST ACCT CODE
                       PREVIOUS PROG COST ACCT CODE
                                                             : _____
                       IS THIS COST CHANGE FROM FINANCE(Y/N)  _
      NOTE: ADJUSTIN                                          E THE CAP
 SENS
            CODE TO    ENTER TO CONTINUE   OR 'C' TO CANCEL _   ADJUSTING
 THE
            COST BEL                                           'P' TO
            AN 'N' OR AN 'M' TO A 'Q'.


 ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

   This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

KK. Optional

LL. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 26 - CUSTODIAN ACCOUNT (CHANGE)

```
USER-ID: XXXXX                   NEMS - 26                    DATE: MM/DD/YY
PROGRAM: TRN026P1      CUSTODIAN ACCOUNT (CHANGE)             TIME: HH:MM:SS

ECN: 1399590                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                 CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                   MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO               SERIAL NO: MA1233067171

CUSTODIAN ACCOUNT NO: 05376               USER NO: 033562
AVAILABILITY STATUS CODE: A               CONDITION CODE: __
LOCATION - ZIP CODE: 35812  BLDG: 4312******  ROOM: 104__ LOCATION: GRID2
NEMS-1 BATCH (B) OR ONLINE (O): B         LOCAL DATA (Y): _



                                          ENTER 'C' TO CANCEL: _____



ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 26 is used to change the custodian account number of an Equipment File record when an error has  occurred or a change in responsibility is required.  The Table File is used to validate the data.  After

the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the change transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Custodian Account No:

A.  Mandatory

B.  Must be changed

C. Must be entered left justified

D. Must be on Table 078

E. If the old and/or the new custodian account is under going inventory a screen will appear with the warning messages indicating which cust-acct-no is being inventoried, and due to this change inventory may not be closed.

User Number:

A. Mandatory if cap-sens-code='n' or 'p', otherwise optional

B. Must be entered left justified

C. Must be on Table 090

Availability Status Code:

A. Optional

B. Must be on Table 40

Condition Code:

A. Optional

B. Must be entered left justified

C. Must be on Table 510

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 02

Location - Room:

A. Optional

    B. Must be entered left justified

    C. No further edits

Location:

    A. Optional

    B. Must be entered left justified

    C. No further edits

NEMS-1 Batch (B), or Online (O):

    A. Mandatory

    B. Must be either 'b', or 'o'

Local Data (y):

    A. Optional

    B. Must be either 'y' or spaces

Enter 'c' to cancel:

    A. Optional

    B. Must be either 'c' or spaces

Generated Fields For Equipment File:

    A. Custodian number from Table 078

    B. Custodian organization code from Table 078

    C. Date status coded

    D. Transaction number

    E. Entry reference number

    F. Date inventoried from current date

Warning Messages:

If the record is in an 'out' status, a warning message will be displayed to indicate this.

## TRANSACTION 27 - DATE AVAILABLE (CHANGE)

```
USER-ID: XXXXX                    NEMS - 27                    DATE: MM/DD/YY
PROGRAM: TRN027P1           DATE AVAILABLE (CHANGE)            TIME: HH:MM:SS

ECN: 0103445                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                 CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD    SERIAL NO: 9845812

DATE AVAILABLE: __ __ __                   LOCAL DATA (Y): _

                                          ENTER 'C' TO CANCEL: _____







ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

> Transaction 27 is used to change the date available field  for a record on the
> Equipment File when a change in the availability is foreseen.  After the
> Equipment File is updated, a record is written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the change transaction menu.  The
> Equipment Control Number (ECN) was entered on the change transaction
> menu.

Calls Screens:

> A.  The successful completion or cancellation of this transaction will return
>     the user to the change transaction menu.
>
> B.  If a 'y' is entered in the local data field, a local data screen will be
>     supplied after all the other transaction entries are correct.

Instruction Steps:

> Step 1:  This screen will appear with selected data fields displayed.  Read the
>          information on the screen to verify that the record displayed is the
>          correct record.  A mandatory field is one which must not be blank to
>          successfully complete the transaction and is signified by '*' in all
>          unused positions of the field.  An optional field may be blank and is

signified by '_' in all unused positions of the field.  Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Available:

A.  Optional

B.  Must be changed

C.  Must be numeric

D.  Must be in 'yy mm dd' format

E.  Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None(N):

A.  Mandatory

B.  Must be either 'b', 'o' or 'n'

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

    A. Transaction number

    B. Entry reference number

## TRANSACTION 28 - DATE DUE (CHANGE)

```
USER-ID: XXXXX                    NEMS - 28                     DATE: MM/DD/YY
PROGRAM: TRN028P1         DATE DUE (CHANGE)                     TIME: HH:MM:SS

ECN: 0103445                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                 CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD    SERIAL NO: 9845812

DATE LOAN/LEASE/BORROW OUT DUE: __ __ __   DATE STORAGE DUE: __ __ __
DATE LOAN/LEASE/BORROW IN  DUE: __ __ __

DATE REPAIR RETURN DUE:   __ __ __

NEMS-1 BATCH (B) OR ONLINE (O): B          LOCAL DATA (Y): _

                                           ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

    Transaction 28 is used to change the date due fields for a record on the Equipment File when a change in the due dates are foreseen. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

    This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

    A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.

    B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:   This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Change the data in all desired fields.

Press the 'Enter' key.

Step 2:   If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:   The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Loan/Lease/Borrow Out Due:

A.  Optional

B.  Should only be changed if exists

C.  Can not be blanked out

D.  Must be numeric

E.  Must be in 'yy mm dd' format

F.  Must be greater than date installation acquired

G.  Must be greater than date loaned, date leased or date borrowed (whichever is applicable)

Date Storage Due:

A.  Optional

B.  Should only be changed if exists

C. Can not be blanked out

D. Must be numeric

E. Must be in 'yy mm dd' format

F. Must be greater than current date

G. Must be greater than or equal to date inst acquired

Date Loan/Lease/Borrow In Due:

A. Optional

B. Should only be changed if exists

C. Can not be blanked out

D. Must be numeric

E. Must be in 'yy mm dd' format

F. Must be greater than date loaned/leased

Date Repair Return Due:

A. Optional

B. Should only be changed if exists

C. Can not be blanked out

D. Must be numeric

E. Must be in 'yy mm dd' format

F. Must be greater than current date

G. Must be greater than or equal to date repair out

NEMS-1 Batch (B), or Online (O):

A. Mandatory

B. Must be either 'b', or 'o'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Transaction number

B. Entry reference number

### TRANSACTION 29 - EQUIPMENT LOCATION (CHANGE)

```
USER-ID: XXXXX                    NEMS - 29                    DATE: MM/DD/YY
PROGRAM: TRN029P1          EQUIPMENT LOCATION (CHANGE)          TIME: HH:MM:SS

ECN: 0103445                                CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                   CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC   MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD      SERIAL NO: 9845812

LOCATION - ZIP CODE: 35812  BLDG: 4583******  ROOM: 171__ LOCATION: GRID7
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): B  LOCAL DATA (Y): _



                                    ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)

```

Purpose:

Transaction 29 is used to change the building, room or zip code locations for a record on the Equipment File when an change in the location takes place. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

    A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.

    B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

  Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

       Press the 'Enter' key.

  Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

       Press the 'Enter' key.

       This step may be repeated as many times as necessary.

  Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

       Press the 'Enter' key.

Edit Criteria:

  Location - Zip Code:

    A. Mandatory

    B. Either zip code, building or room must be changed

  Location - Building:

    A. Mandatory

    B. Either zip code, building or room must be changed

    C. Must be entered left justified

D.  Must be on Table 102

Location - Room:

A.  Optional

B.  Either zip code, building or room must be changed

C.  Must be entered left justified

Location:

A.  Optional

B.  Must be entered left justified

NEMS-1 Batch (B), Online (O), or None(N):

A.  Mandatory

B.  Must be either 'b', 'o' or 'n' (default is 'b')

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Transaction number

B.  Entry reference number

Warning Messages:

If the record is in an 'out' status, a warning message will be displayed to
indicate this.

## TRANSACTION 30 - STATUS CODE (CHANGE)

```
USER-ID: XXXXX                     NEMS - 30                      DATE: MM/DD/YY
PROGRAM: TRN030P1              STATUS CODE (CHANGE)               TIME: HH:MM:SS

ECN: 1399590                                CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                   CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                     MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO                 SERIAL NO: MA1233067171

AVAILABILITY STATUS CODE: A                 CONDITION CODE: __
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N  LOCAL DATA (Y): _

                                            ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)

```

Purpose:

> Transaction 30 is used to change the status code of a record on the
> Equipment File when that record has a change in status from active, inactive
> unassigned, inactive assigned or excess. The Table File is used to validate
> the data. After the record is updated on the Equipment File, a record is
> written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the change transaction menu. The
> Equipment Control Number (ECN) was entered on the change transaction
> menu.

Calls Screens:

> A. The successful completion or cancellation of this transaction will return
>    the user to the change transaction menu.

> B. If a 'y' is entered in the local data field, a local data screen will be
>    supplied after all the other transaction entries are correct.

Instruction Steps:

> Step 1: This screen will appear with selected data fields displayed. Read the
>         information on the screen to verify that the record displayed is the
>         correct record. A mandatory field is one which must not be blank to
>         successfully complete the transaction and is signified by '*' in all

unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Availability Status Code:

A.  Mandatory

B.  Must be changed

C.  Must be on table 410

Condition Code:

A.  Optional

B.  Can be entered left or right justified (stored right justified with leading spaces)

B.  Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

A.  Mandatory

B.  Must be either 'b', 'o' or 'n'

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Enter 'c' to cancel:

    A. Optional

    B. Must be either 'c' or spaces

Generated Fields For Equipment File:

    A. Date status coded (current date)

    B. Transaction number

    C. Entry reference number

### TRANSACTION 31 - USER NUMBER (CHANGE)

```
USER-ID: XXXXX                    NEMS - 31                    DATE: MM/DD/YY
PROGRAM: TRN031P1           USER NUMBER (CHANGE)               TIME: HH:MM:SS

ECN: 1399858                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                 CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO                MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD            SERIAL NO: 9404080060

USER NO: 05376_
LOCATION - ZIP CODE: 35812  BLDG: 4312******  ROOM: 109A_ LOCATION: GRID2
NEMS-1 BATCH (B) OR ONLINE (O): B              LOCAL DATA (Y): _




                 PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____



ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)

```

Purpose:

Transaction 31 is used to change the user number of a record on the Equipment File when the user number has changed. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

A. Optional

B. Must be changed

C. User no must not be blanked out if record is in a 'borrowed' state

D. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must be on Table 102

Location - Room:

    A.  Optional

    B.  Must be entered left justified

Location:

    A.  Optional

    B.  Must be entered left justified

NEMS-1 Batch (B) or Online (O)

    A.  Mandatory

    B.  Must be either 'b' or 'o'

Local Data (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Enter 'c' to cancel:

    A.  Optional

    B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

    A.  Transaction number

    B.  Entry reference number

    C.  Date inventoried from current date

Warning Messages:

If the record is being inventoried a warning message will be displayed
indicating that due to this change the inventory may not be closed.  If the
record is in an 'out' status, a warning message will be displayed to indicate
this.

## TRANSACTION 38 - BORROWED OUT

```
USER-ID: XXXXX              NEMS - 38 - BORROWED OUT          DATE: MM/DD/YY
PROGRAM: TRN038P1                                             TIME: HH:MM:SS

ECN: 0007964                            CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):               CONTRACTOR TAG NO:
ITEM NAME: CAMERA STILL PICTURE 35MM    MODEL NO: AE-1
MFG NAME: CANON USA MICROGRAPHICS DIV   SERIAL NO: 2385962

USER NO: 05376*                         LOAN/LEASE DOCUMENT NO: _____
DATE BORROWED: ** ** **                 DATE BORROW DUE: ** ** **
LOCATION - ZIP CODE: 35812  BLDG: 4200******  ROOM: 226__  LOCATION: GRID1
AVAILABILITY STATUS CODE: A             CONDITION CODE: __
INST RECEIVER: ____                     LOCAL DATA (Y): _
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N

                                        ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 38 is used to change a record on the Equipment File to a
borrowed out status.  The equipment may be borrowed by another
installation or by another custodian at the same installation.  The installation
from which the equipment is borrowed retains responsibility.  The Table File
is used to validate the data.  After the record is updated on the Equipment
File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu.  The
Equipment Control Number (ECN) was entered on the change transaction
menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return
    the user to the change transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be
    supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

A. Mandatory

B. Must be on Table 090

Loan/Lease Document No:

A. Optional

B. No further edits

Date Borrowed:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

E. Must not be greater than current date

Date Borrowed Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date borrowed

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 102

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Condition Code:

A. Optional

B.  Can be entered left or right justified (stored right justified with leading spaces)

C.  Must be on Table 510

Inst-Receiver:

A.  Optional

B.  Must be on Table 252

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

NEMS-1 Batch (B), Online (O), or None(N):

A.  Mandatory

B.  Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Equipment out code 'b'

B.  Date status coded (current date) if status changed

C.  Transaction number

D.  Entry reference number

**TRANSACTION 39 - BORROWED OUT - RETURNED**

```
USER-ID: XXXXX          NEMS – 39 – BORROWED OUT – RETURNED      DATE: MM/DD/YY
PROGRAM: TRN039P1                                                TIME: HH:MM:SS

ECN: 0007964                             CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                CONTRACTOR TAG NO:
ITEM NAME: CAMERA STILL PICTURE 35MM     MODEL NO: AE-1
MFG NAME: CANON USA MICROGRAPHICS DIV    SERIAL NO: 2385962
USER NO: 05376*
LOCATION – ZIP CODE: 35812  BLDG: 4200******  ROOM: 226__ LOCATION: GRID1
AVAILABILITY STATUS CODE: A              CONDITION CODE: __
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N  LOCAL DATA (Y): _


                                         ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)

```

Purpose:

> Transaction 39 is used to change a record on the Equipment File for a
> borrowed piece of equipment that is being returned.  All information
> pertaining to the borrow transaction is eliminated.  The Table File is used to
> validate the data after the record is updated on the Equipment File, a record
> is written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the change transaction menu.  The
> Equipment Control Number (ECN) was entered on the change transaction
> menu.

Calls Screens:

> A. The successful completion or cancellation of this transaction will return
>    the user to the change transaction menu.
>
> B. If a 'y' is entered in the local data field, a local data screen will be
>    supplied after all the other transaction entries are correct.

Instruction Steps:

> Step 1:  This screen will appear with selected data fields displayed.  Read the
>          information on the screen to verify that the record displayed is the
>          correct record.  A mandatory field is one which must not be blank to
>          successfully complete the transaction and is signified by '*' in all

unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Change the data in all desired fields.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

A.  Optional

B  if entered must be on Table 090

Location - Zip Code:

A.  Mandatory

B.  No further edits

Location - Building:

A.  Mandatory

B.  Must be entered left justified

C.  Must be on Table 102

Location - Room:

A.  Optional

B.  Must be entered left justified

Location:

A.  Optional

B.  Must be entered left justified

C.  If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indication which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.134.1).

Availability Status Code:

A.  Mandatory

B.  Must be on Table 410

Condition Code:

A.  Optional

B.  Can be entered left or right justified (stored right justified with leading spaces)

C.  Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

A.  Mandatory

B.  Must be either 'b', 'o' or 'n'

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Date borrowed out (spaced out)

B.  Loan/lease document number (spaced out)

C.  Date loan/lease/borrow out due (spaced out)

D.  Equipment out code (spaced out)

E.  Date status coded (current date) if status changed

F.  Transaction number

G.  Entry reference number

H.  Date-inventoried from current date

### TRANSACTION 39 - BORROWED OUT - RETURNED - WARNING

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRN039P1                                               TIME: HH:MM:SS
MAP:     TRNWR1M1

                             INVENTORY WARNING SCREEN

ECN: _____

OLD GRID LOCATION: _____     << GRID LOCATION IS BEING INVENTORIED >>

NEW GRID LOCATION: _____     << GRID LOCATION IS BEING INVENTORIED >>



WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

                    PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____




                                                                        1
```

# TRANSACTION 40 - LOAN/LEASE OUT

```
USER-ID: XXXXX              NEMS - 40 - LOAN/LEASE OUT           DATE: MM/DD/YY
PROGRAM: TRN040P1                                                TIME: HH:MM:SS

ECN: 0103445                               CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                  CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC  MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD     SERIAL NO: 9845812

DATE LOANED: ** ** **          (OR)        DATE LEASED: ** ** **
DATE LOAN/LEASE DUE: ** ** **              LOAN/LEASE DOCUMENT NO: ******
CONDITION CODE: **
LOCATION - ZIP CODE: 35812  BLDG: 4583******  ROOM: 171__ LOCATION: GRID7
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N  LOCAL DATA (Y): _

                                           ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

> Transaction 40 is used to change the Equipment File record for equipment
> that is being loaned or leased to a non-NASA entity.  The Table File is used
> to validate the data.  After the record is updated on the Equipment File, a
> record is written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the change transaction menu.  The
> Equipment Control Number (ECN) was entered on the change transaction
> menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return
   the user to the change transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be
   supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed.  Read the
        information on the screen to verify that the record displayed is the
        correct record.  A mandatory field is one which must not be blank to
        successfully complete the transaction and is signified by '*' in all

unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Loaned:

A. Mandatory if date leased blank

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

E. Must not be greater than current date

Date Leased:

A. Mandatory if date loaned blank

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

E. Must not be greater than current date

Date Loan/Lease Due:

A. Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than date loaned/leased

Loan/Lease Document No:

A.  Mandatory

B.  No further edits

Condition Code:

A.  Mandatory

B.  Can be entered left or right justified (stored right justified with leading spaces)

C.  Must be on table 510

Location - Zip Code:

A.  Mandatory

B.  No further edits

Location - Building:

A.  Mandatory

B.  Must be entered left justified

C.  Must be on Table 102

Location - Room:

A.  Optional

B.  Must be entered left justified

Location:

A.  Optional

B.  Must be entered left justified

NEMS-1 Batch (B), Online (O), or None(N):

A.  Mandatory

B.  Must be either 'b', 'o' or 'n'

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Equipment out code 'e' for leased or 'l' for loaned

B.  Availability status code 'b'

C.  Date status coded (current date)

D.  Transaction number

E.  Entry reference number

## TRANSACTION 41 - LOAN/LEASE OUT - RETURNED

```
USER-ID: XXXXX        NEMS - 41 - LOAN/LEASE OUT - RETURNED      DATE: MM/DD/YY
PROGRAM: TRN041P1                                                TIME: HH:MM:SS

ECN: 0103445                            CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):               CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC    MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD       SERIAL NO: 9845812
USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: 4583******  ROOM: 171__ LOCATION: GRID7
AVAILABILITY STATUS CODE: *              CONDITION CODE: _
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N  LOCAL DATA (Y): _

                                        ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 41 is used to change the Equipment File record for equipment that has been loaned or leased by a non-NASA entity and is now being returned. All information pertaining to the loan/lease is removed. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

    User No:

        A.  Optional

        B if entered must be on Table 090

    Location - Zip Code:

        A.  Mandatory

        B.  No further edits

    Location - Building:

        A.  Mandatory

        B.  Must be entered left justified

        C.  Must be on Table 102

    Location - Room:

        A.  Optional

        B.  Must be entered left justified

    Location:

        A.  Optional

        B.  Must be entered left justified

        C.  If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indicating which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.140.1).

    Availability Status Code:

        A.  Mandatory

        B.  Must be on Table 410

    Condition Code:

    A.  Optional

    B.  Can be entered left or right justified (stored right justified with leading spaces

    C.  Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

    A.  Mandatory

    B.  Must be either 'b', 'o' or 'n'

Local Data (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Enter 'c' to cancel:

    A.  Optional

    B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

    A.  Date loaned out (spaced out)

    B.  Date leased out (spaced out)

    C.  Loan/lease document number (spaced out)

    D.  Date loan/lease/borrow out due (spaced out)

    E.  Equipment out code (spaced out)

    F.  Date status coded (current date) if status changed

    G.  Transaction number

    H.  Entry reference number

    I.  Date-inventoried

## TRANSACTION 41 - LOAN/LEASE OUT - RETURNED - WARNING

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRN041P1                                                 TIME: HH:MM:SS
MAP:    TRNWR1M1

                              INVENTORY WARNING SCREEN

ECN: _____

OLD GRID LOCATION: _____     << GRID LOCATION IS BEING INVENTORIED >>

NEW GRID LOCATION: _____     << GRID LOCATION IS BEING INVENTORIED >>



WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

                         PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

## TRANSACTION 42 - LOAN POOL OUT

```
USER-ID: XXXXX          NEMS - 42 - LOAN POOL OUT                 DATE: MM/DD/YY
PROGRAM: TRN042P1                                                 TIME: HH:MM:SS

ECN: 0007964                            CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):               CONTRACTOR TAG NO:
ITEM NAME: CAMERA STILL PICTURE 35MM    MODEL NO: AE-1
MFG NAME: CANON USA MICROGRAPHICS DIV   SERIAL NO: 2385962

USER NO: 05376*                         LOAN/LEASE DOCUMENT NO: _____
DATE BORROWED: ** ** **                 DATE BORROW DUE: ** ** **
LOCATION - ZIP CODE: 35812  BLDG: 4200******  ROOM: 226__ LOCATION: GRID1
CONDITION CODE: __
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N  LOCAL DATA (Y): _

                                        ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 42 is used to change the Equipment File record for equipment that is part of the loan pool, and is in the process of being loaned out. This transaction occurs only within the installation. The responsible custodian remains the same, only the user changes. The Table File is used to validate the data. After the record on the Equipment File is updated, a record is written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

> A.  The successful completion or cancellation of this transaction will return the user to the change transaction menu.
>
> B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

> Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Change the data in all desired fields.
>
> Press the 'Enter' key.
>
> Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.
>
> Press the 'Enter' key.
>
> This step may be repeated as many times as necessary.
>
> Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.
>
> Press the 'Enter' key.

Edit Criteria:

> User No:
>
> > A.  Mandatory
> >
> > B.  Must be on Table 090
>
> Loan/Lease Document No:

A.  Optional

B.  No further edits

Date Borrowed:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than date installation acquired

E.  Must not be greater than current date

Date Borrow Due:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must be greater than date borrowed

Location - Zip Code:

A.  Mandatory

B.  No further edits

Location - Building:

A.  Mandatory

B.  Must be entered left justified

C.  Must be on table 102

Location - Room:

A.  Optional

B.  Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

A. Mandatory

B. Must be either 'b', 'o' or 'n'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel.

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Equipment out code 'p'

B. Availability status code 'b'

C. Transaction number

D. Entry reference number

## TRANSACTION 43 - LOANED POOL OUT - RETURNED

```
USER-ID: XXXXX     NEMS - 43 - LOAN POOL OUT - RETURNED        DATE: MM/DD/YY
PROGRAM: TRN043P1                                              TIME: HH:MM:SS

ECN: 0007964                               CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                  CONTRACTOR TAG NO:
ITEM NAME: CAMERA STILL PICTURE 35MM       MODEL NO: AE-1
MFG NAME: CANON USA MICROGRAPHICS DIV      SERIAL NO: 2385962

LOCATION - ZIP CODE: 35812  BLDG: 4200******  ROOM: 226__ LOCATION: GRID1
CONDITION CODE: __                         USER NO: *****
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N  LOCAL DATA (Y): _

                                           ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)



```

Purpose:

Transaction 43 is used to change the Equipment File record for equipment that has been assigned to a user in the loan pool and has now been returned to the assigned custodian.  The Table File is used to validate the data.  After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the change transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all

unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 102

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

C. If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message

indicating which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.146.1).

Condition Code:

    A. Mandatory

    B. Can be entered left or right justified (stored right justified with leading spaces)

    C. Must be on Table 510

User Number:

    A. Mandatory

    B. Must be entered left justified

    C. Must be on Table 090

NEMS-1 Batch (B), Online (O), or None(N):

    A. Mandatory

    B. Must be either 'b', 'o' or 'n'

Local Data (y):

    A. Optional

    B. Must be either 'y' or spaces

Enter 'c' to cancel:

    A. Optional

    B. Must be either 'c' or spaces

Generated Fields For Equipment File:

    A. Previous user number

    B. Date borrowed out (spaced out)

    C. Loan/lease document number (spaced out)

    D. Date loan/lease/borrow out due (spaced out)

E.  Equipment out code (spaced out)

F.  Transaction number

G.  Entry reference number

H.  Date-inventoried from current date

## TRANSACTION 43 - LOANED POOL OUT - RETURNED - WARNING

```
 USER-ID: XXXXX          NEMS - 39 - LOANED POOL OUT - RETURNED   DATE: MM/DD/YY
 PROGRAM: TRN043P1                                                TIME: HH:MM:SS
 MAP:     TRNWR1M1

                            INVENTORY WARNING MESSAGE

ECN: 0007964

OLD GRID LOCATION: _____          << GRID LOCATION IS BEING INVENTORIED >>

NEW GRID LOCATION: _____          << GRID LOCATION IS BEING INVENTORIED >>



WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

                          PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____



ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

## TRANSACTION 44 - STORAGE IN

```
 USER-ID: XXXXX          NEMS - 44 - STORAGE IN             DATE: MM/DD/YY
 PROGRAM: TRN044P1                                          TIME: HH:MM:SS

 ECN: 1399855                      CUSTODIAN ACCOUNT NO: 05376
 CONTRACTOR (ACCOUNTABLE):         CONTRACTOR TAG NO:
 ITEM NAME: COMPUTER, MICRO        MODEL NO: FTR486DX33
 MFG NAME: WIN LABORATORIES LTD    SERIAL NO: 9404080056

 DATE STORAGE DUE: ** ** **         CONDITION CODE: **
 LOCATION - ZIP CODE: 35812  BLDG: 4312****** ROOM: 107___ LOCATION: GRID2
 NEMS-1 BATCH (B) OR ONLINE (O): B          LOCAL DATA (Y): _

                                   ENTER 'C' TO CANCEL: _____







 ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 44 is used to change the Equipment File record for equipment that is put into storage.  The Table File is used to validate the data.  After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the change transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Change the data in all desired fields.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Storage Due:

    A.  Mandatory

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

    D.  Must be greater than current date

Condition Code:

    A.  Mandatory

    B.  Can be entered left or right justified (stored right justified with leading spaces)

    C.  Must be on table 510

Location - Zip Code:

    A.  Mandatory

    B.  No further edits

Location - Building:

    A.  Mandatory

    B.  Must be entered left justified

    C.  Must be on Table 102

Location - Room:

    A.  Optional

    B.  Must be entered left justified

Location:

    A.  Optional

    B.  Must be entered left justified

NEMS-1 Batch (B) or Online (O):

    A.  Mandatory

    B.  Must be either 'b' or 'o'

Local Data (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Enter 'c' to cancel

    A.  Optional

    B.  Must be either 'c' or spaces

Generated fields for equipment file:

    A.  Date stored (current date)

    B.  Equipment out code 's'

    C.  Availability status code 'b'

    D.  Date status coded (current date)

    E.  Transaction number

    F.  Entry reference number

## TRANSACTION 45 - STORAGE IN - RETURNED

```
USER-ID: XXXXX          NEMS - 45 - STORAGE IN - RETURNED      DATE: MM/DD/YY
PROGRAM: TRN045P1                                              TIME: HH:MM:SS

ECN: 1399855                            CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):               CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO              MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD          SERIAL NO: 9404080056

DATE STORAGE DUE: ** ** **              CONDITION CODE: **
LOCATION - ZIP CODE: 35812  BLDG: 4312******  ROOM: 107__ LOCATION: GRID2
NEMS-1 BATCH (B) OR ONLINE (O): B        LOCAL DATA (Y): _

                                        ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 45 is used to change the Equipment File record for equipment that is being removed from storage.  The Table File is used to validate the data.  After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the change transaction menu.

B.  If a 'y' is entered in the local data field, a local data  screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Change the data in all desired fields.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Location - Zip Code:

  A. Mandatory

  B. No further edits

Location - Building:

  A. Mandatory

  B. Must be entered left justified

  C. Must be on Table 102

Location - Room:

  A. Optional

  B. Must be entered left justified

Location:

  A. Optional

  B. Must be entered left justified

  C. If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indicating which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.152.1).

Availability Status Code:

  A. Mandatory

  B. Must be on Table 410

Condition Code:

  A. Mandatory

  B. Can be entered left or right justified (stored right justified with leading spaces)

  C. Must be on Table 510

NEMS-1 Batch (B) or Online (O):

  A. Mandatory

B. Must be either 'b' or 'o'

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Date storage due (spaced out)

B. Date stored (spaced out)

C. Equipment out code

D. Date status coded (current date) if status changed

E. Transaction number

F. Entry reference number

G. Date-inventoried from current date

## TRANSACTION 45 - STORAGE IN - RETURNED - WARNING

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRN045P1                                                 TIME: HH:MM:SS
MAP:    TRNWR1M1

                            INVENTORY WARNING SCREEN

ECN: _____

OLD GRID LOCATION: _____     << GRID LOCATION IS BEING INVENTORIED >>

NEW GRID LOCATION: _____     << GRID LOCATION IS BEING INVENTORIED >>


WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

                    PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

# TRANSACTION 46 - CAPITAL/SENSITIVE CODE AND NATIONAL STOCK NO. CHANGE

```
USER-ID: XXXXX                    NEMS - 46                   DATE: MM/DD/YY
PROGRAM: TRN046P1    CAP/SENS CODE AND NSN (CHANGE)           TIME: HH:MM:SS

    ECN: 1399590                          CUSTODIAN ACCOUNT NO: 05376
    ITEM NAME: DISPLAY UNIT               MODEL NO: MX15F
    MFG NAME:                             SERIAL NO: MA1233067171
    COST: 600.00                          ACQ TRANS NO:   04

    USER NO: 033562
    NATIONAL STOCK NO: 7025 __ _____
    CAPITAL/SENSITIVE CODE: N
    ITEM NAME: DISPLAY UNIT******************

    NEMS-1 BATCH (B) OR ONLINE (O) OR NONE (N): N

                    PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____



ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

> Transaction 46 is used to change the capital/sensitive code or national stock number of an Equipment File record.  Changing the capital/sensitive code may require a user number be added.  Therefore, this transaction also allows the user number to be altered.

Called From Screen:

> This transaction was called from the change transaction menu.  The ECN and custodian account number were entered on the menu.

Calls Screens:

> This screen will return to the change transaction menu.

Instruction Steps:

> Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Change the data in all desired fields.
>
> Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the
messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the screen at any time prior to successful
completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

National Stock No:

A.  First four positions mandatory

B.  First four position must be numeric

C.  Last nine positions optional

D.  First two positions must be on Table 050

User No:

A.  Optional

B.  Must be entered left justified

C.  Must be on Table 090

Capital/Sensitive Code:

A.  Mandatory

B.  Must be on Table 130

B.  Selection limited by cost

B.  Selection limited if item in borrowed state

NEMS-1 Batch (B), Online (O), or None(N):

A.  Mandatory

B.  Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

   A.  Optional

   B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

   A.  Equipment type account from table 050 unless acquisition transaction number is 08 or 09

   B.  Transaction number

   C.  Entry reference number

   D.  Date inventoried from current date

## TRANSACTION 50 - FREEZE NUMBER/ASSIGNMENT

```
USER-ID: XXXXX                    NEMS - 50                    DATE: MM/DD/YY
PROGRAM: TRN050P1       FREEZE NUMBER ASSIGNMENT               TIME: HH:MM:SS

ECN: 1399590                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                 CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                   MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO               SERIAL NO: MA1233067171

FREEZE NO: 0808704401                     LOCAL DATA (Y): _

                                          ENTER 'C' TO CANCEL: _____








PRESS ENTER KEY TO ASSIGN ABOVE FREEZE NUMBER TO THIS RECORD
```

Purpose:

Transaction 50 is used to change the Equipment File record for equipment that is being assigned a freeze number, indicating it is available for redistribution and has been requested by another installation or contractor. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

    A.  The successful completion or cancellation of this transaction will return the user to the change transaction menu.

    B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

  Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  change the data in all desired fields.

    Press the 'Enter' key.

  Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

    Press the 'Enter' key.

    This step may be repeated as many times as necessary.

  Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

    Press the 'Enter' key.

Edit Criteria:

  Local Data (y):

    A.  Optional

    B.  Must be either 'y' or spaces

  Enter 'c' to cancel:

    A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Freeze number

B.  Transaction number

C.  Entry reference number

### TRANSACTION 51 - FREEZE NUMBER REMOVAL

```
USER-ID: XXXXX                   NEMS - 51                    DATE: MM/DD/YY
PROGRAM: TRN051P1          FREEZE NUMBER REMOVAL              TIME: HH:MM:SS

ECN: 1399590                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                 CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                   MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO               SERIAL NO: MA1233067171

FREEZE NO: 0808704401                     LOCAL DATA (Y): _

                                          ENTER 'C' TO CANCEL: _____
```

Purpose:

Transaction 51 is used to change the Equipment File record for equipment
that is having the freeze number removed because the equipment is no
longer wanted by another installation or contractor.  After the record is
updated on the Equipment File, a record is written to the Daily Transaction
File.

Called From Screen:

This transaction was called from the change transaction menu.  The
Equipment Control Number (ECN) was entered on the change transaction
menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return
the user to the change transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Change the data in all desired fields.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Freeze number (spaced out)

B.  Transaction number

C.  Entry reference number

## TRANSACTION 52 - EXCESS EQUIPMENT TURN-IN BY CUSTODIAN

```
USER-ID: XXXXX                  NEMS - 52                    DATE: MM/DD/YY
PROGRAM: TRN052P1   EXCESS EQUIPMENT TURN-IN BY CUSTODIAN    TIME: HH:MM:SS

ECN: 1399590                             CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                  MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO              SERIAL NO: MA1233067171

CUSTODIAN ACCOUNT NO: 05376              USER NO: 033562
AVAILABILITY STATUS CODE: A              CONDITION CODE: **
LOCATION - ZIP CODE: 35812  BLDG: 4312******  ROOM: 104__ LOCATION: GRID2
DATE AVAILABLE: __ __ __
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): B  LOCAL DATA (Y): _

                                         ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 52 is used to change the Equipment File record for equipment
that is designated as excess by the custodian and available for disposal or
EVS screening.  The Table File is used to validate the data.  After the record
is updated on the Equipment File, a record is written to the Daily Transaction
File.

Called From Screen:

This transaction was called from the change transaction menu.  The
Equipment Control Number (ECN) was entered on the change transaction
menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return
the user to the change transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be
supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the
information on the screen to verify that the record displayed is the

correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Custodian Account No:

A. Mandatory

B. Must be changed

C. Must be on Table 078

E. If the old and/or the new custodian account is under going inventory a screen will appear with the warning messages

User No:

A. Optional

B. Must be on Table 090

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Condition Code:

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 102

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None(N):

A. Mandatory

B. Must be either 'b', 'o' or 'n'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Custodian number from Table 078

B. Custodian organization code from Table 078

C. Date status coded (current date) if status changed

D. Transaction number

E. Entry reference number

## TRANSACTION 53 - EXCESS EQUIPMENT TURN-IN BY CONTRACTOR

```
USER-ID: XXXXX                     NEMS - 53                       DATE: MM/DD/YY
PROGRAM: TRN053P1    EXCESS EQUIPMENT TURN-IN BY CONTRACTOR     TIME: HH:MM:SS

ECN: 1399590                               CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                  CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                    MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO                SERIAL NO: MA1233067171

CUSTODIAN ACCOUNT NO: 05376
AVAILABILITY STATUS CODE: A                CONDITION CODE: **
LOCATION - ZIP CODE: 35812  BLDG: 4312******  ROOM: 104__ LOCATION: GRID2
DATE AVAILABLE: __ __ __
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): B  LOCAL DATA (Y): _

                                           ENTER 'C' TO CANCEL: _____



ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 53 is used to change the Equipment File record for equipment
that is designated as excess by the contractor and available for disposal or
EVS screening.  The Table File is used to validate the data.  After the record

is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.

B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Custodian Account No:

A. Mandatory

B. Must be changed

C. Must be on Table 078

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Condition Code:

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 102

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None(N):

A. Mandatory

B. Must be either 'b', 'o' or 'n'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Equipment type account from Table 050

B. Custodian number from Table 078

C. Custodian organization code from Table 078

D. Date status coded (current date) if status changed

E. Transaction number

F. Entry reference number

## TRANSACTION 56 - REPAIR UPDATE

```
USER-ID: XXXXX                   NEMS - 56                  DATE: MM/DD/YY
PROGRAM: TRN056P1                REPAIR UPDATE              TIME: HH:MM:SS

ECN: 1399590                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                 CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                   MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO               SERIAL NO: MA1233067171


ENTER 'N' FOR A NEW REPAIR OR 'C' FOR A CORRECTION: *
        NEW REPAIR             OR         CORRECTION
-----------------------------     -------------------------------
LABOR COST-LAST SERVICE: ******     LABOR COST-LAST SERVICE: 000000
PARTS COST-LAST SERVICE: ******     PARTS COST-LAST SERVICE: 000000

DATE LAST SERVICED: ** ** **              CONDITION CODE: __
MFG SERIAL NO: MA1233067171********        LOCAL DATA (Y): _
NEMS-1 BATCH (B), ONLINE (O), NONE (N): N  ENTER 'C' TO CANCEL: _____

NOTE:  FOR A CORRECTION ENTER THE CORRECT AMOUNT AND NOT THE DIFFERENCE.
       NO-OF-TIMES-SERV WILL NOT BE UPDATED UNLESS VALUES FOR BOTH LABOR AND
       PARTS EQUAL ZERO, IN WHICH CASE IT WILL BE SUBTRACTED BY ONE.

ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

> Transaction 56 is used to change the Equipment File record to indicate the date equipment was last repaired and any service costs.  It may also by used to correct the service costs that were entered on the previous repair update.  The Table File is used to validate the data.  After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

> A.  The successful completion or cancellation of this transaction will return the user to the change transaction menu.

> B.  If a 'y' is entered in the local data field, a local data  screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

> Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to

successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Enter 'n' for new repair or 'c' for correction:

A. Mandatory

B. Must be either 'n' or 'c'

Labor Cost-Last Service:

A. Can enter either new repair or correction, not both

B. Mandatory if parts cost blank

C. Must be numeric

D. Can be entered left or right justified (stored right justified with leading zeros)

E. Either labor cost or parts cost must be changed

Parts cost-last service:

A. Can enter either new repair or correction, not both

A. Mandatory if labor cost blank

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

D. Either labor cost or parts cost must be changed

Date Last Serviced:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

E. Must not be greater than current date

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Mfg Serial No:

A. Mandatory

B. Must be entered left justified

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

NEMS-1 Batch (B), Online (O), or None(N):

A. Mandatory

B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Labor cost - year to date (plus labor cost - last service)

B. Labor cost - to date (plus labor cost - last service)

C. Parts cost - year to date (plus parts cost - last service)

D. Parts cost - to date (plus parts cost - last service)

E. Number of times serviced (plus 1 for new repair; minus 1 or no change for correction)

F. Transaction number

G. Entry reference number

H. Equip-out code changed to blank if item is returned from off-site repair.

I. Date-shipped-other-inst changed to zeros if item is returned from off-site repair.

## TRANSACTION 57 - OFF-SITE FOR REPAIR UPDATE

```
USER-ID: XXXXX               NEMS - 57                  DATE: MM/DD/YY
PROGRAM: TRN057P1        OFF-SITE FOR REPAIR            TIME: HH:MM:SS

ECN: 1399167                       CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):          CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT            MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO        SERIAL NO: MA1233092630


DATE OUT FOR REPAIR:    ** ** **
DATE REPAIR RETURN DUE: __ __ __

NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N  LOCAL DATA (Y): _

                                   ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL
```

Purpose:

Transaction 57 is used to change the Equipment File record to indicate the date equipment was sent off-site for repair.  The Table File is used to validate the data.  After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the change transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Out For Repair:

A.  Mandatory

B.  Must be numeric

C.  Must be in yy mm dd format

D.  Must be greater than date-inst-acq

E.  Must not be greater than current-date

Date Repair Return Due:

A.  Optional

B.  Must be numeric

C.  Must be in yy mm dd format

D.  Must not be greater than current-date

Generated Fields For Equipment File:

A.  Equipment-out-code

### TRANSACTION 60 - NASA-HELD EQUIPMENT RECORD DATA (CHANGE) SCREEN #1

```
USER-ID: XXXXX                    NEMS - 60                    DATE: MM/DD/YY
PROGRAM: TRN060P1   NASA HELD EQUIPMENT RECORD DATA (CHANGE)   TIME: HH:MM:SS

ECN: 0103445                              CUSTODIAN ACCOUNT NO: 05376
ITEM NAME: COPYING MACHINE, INDIRECT ELEC    MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD        SERIAL NO: 9845812

ENTER PAGE NUMBER OR 'X' TO EXIT: _____

    PAGE 1   (EQUIPMENT FIELDS)
    PAGE 2   (DATE AND MAINTENANCE FIELDS)




LOCAL-DATA (Y): _

NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N



```

Purpose:

Transaction 60 is used to change the Equipment File record for NASA-held equipment that has many fields to be changed, occurring most often when

data entry errors have occurred.  The table files are used to validate the data.  Transaction 60 has two (3) separate screens to display all the fields.  After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A.  This screen can call any of the two display screens for  transaction 60.

B.  The user can return to the change transaction menu by entering 'x' in the page number field.

C.  If a 'y' is entered in the local data field, a local data screen will be supplied after all changes have been made.

Instruction Steps:

Step 1:  Enter the page number for the screen desired.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the screen at any time prior to successful completion by entering 'x' in the page number field.

Press the 'Enter' key.

Edit Criteria:

Page Number:

A.  Must be '1', '2', or 'x'

NEMS-1 Batch (B), Online (O), or None(N):

A.  Mandatory

B.  Must be either 'b', 'o' or 'n'

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

**TRANSACTION 60 - NASA-HELD EQUIPMENT
RECORD DATA (CHANGE) SCREEN #2**

```
USER-ID: XXXXX       NEMS - 60 - NASA HELD EQUIPMENT (CHANGE)   DATE: MM/DD/YY
PROGRAM: TRN060P2              PAGE 1 OF 2                       TIME: HH:MM:SS

ECN: 0103445                             CUSTODIAN ACCOUNT NO: 05376
ITEM NAME: COPYING MACHINE, INDIRECT ELEC   MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD      SERIAL NO: 9845812

ACQ DOCUMENT CONTROL NO: 270375148**      CONTRACTOR (CONVEYOR): _____
ITEM NAME: COPYING MACHINE, INDIRECT ELEC   OTHER AGENCY NO: __
MANUFACTURER'S - CODE: S3380              MODEL NO: 1803ZMR*************
  SERIAL NO: 9845812**************        OLD TAG NO: _____
UNIQUE EQUIPMENT NO: _____            CONDITION CODE: __
COST ESTIMATED (Y): _                     USER NO: 03069_
LOCATION - ZIP CODE: 35812  BLDG: 4583****** ROOM: 171__ LOCATION: GRID7
AVAILABILITY STATUS CODE: A               LOAN/LEASE DOC NO: _____
HAZARDOUS MATERIAL CODE: _                PRECIOUS METAL CODE: _
EQUIPMENT MANAGEMENT CODE: _              IDLE EQUIPMENT CODE: _

ENTER PAGE '2': _                         ENTER 'C' TO CANCEL: _____

             (DATE AND MAINTENANCE FIELDS ON PAGE 2)
```

Purpose:

Transaction 60 is used to change the equipment file record for NASA-held equipment that has many fields to be changed, occurring most often when data entry errors have occurred.  The table files are used to validate the data.

Called From Screen:

This transaction can be called from any of the transaction 60 screens.

Calls Screens:

A.  This screen can call transaction 60 screen 3.

B.  The cancellation of this screen will return the user to transaction 60 screen 1.

C.  If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Change the data in all desired fields.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the screen at any time prior to successful completion by entering 'c' in the cancel field, or may call any of the other transaction 60 screens by entering the appropriate page number in the page number field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A.  Mandatory

B.  Must be entered left justified

Contractor (Conveyor):

A.  Optional

B.  Must be entered if acq trans no is 06

C.  Can be entered left or right justified (stored right justified with leading spaces)

Item Name:

   A. Mandatory

   B. Must be entered left justified

   C. Must not be changed if standardized

Other Agency No:

   A. Optional

   B. Must be entered if acq trans no is 02 or 05

   C. Must be numeric

   D. Must be on Table 132

Manufacturer's - Code:

   A. Mandatory

   B. Must be on Table 040

Model No:

   A. Mandatory

   B. Must be entered left justified

Serial No:

   A. Mandatory

   B. Must be entered left justified

Unique Equipment Code:

   A. Optional

   B. Must be entered left justified

Cost Estimated (y):

   A. Optional

   B. Must be either 'y' or spaces

User No:

  A.  Optional

  B.  Must be entered left justified

  C.  Must be on Table 090

Location - Zip Code:

  A.  Mandatory

  B.  No further edits

Location - Building:

  A.  Mandatory

  B.  Must be entered left justified

  C.  Must be on Table 102

Location - Room:

  A.  Optional

  B.  Must be entered left justified

Location:

  A.  Optional

  B.  Must be entered left justified

  C.  If the old and/or the new grid location is under going inventory a screen will appear with the warning messages indicating which grid location is being inventoried, and due to this change inventory may not be closed.

Condition Code:

  A.  Mandatory

  B.  Can be entered left or right justified (stored right justified with leading spaces)

  C.  Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Loan/Lease Doc No:

A. Optional

B. Must be entered if acq trans no is 08 or 09

Hazardous Material Code:

A. Optional

B. Must be on Table 180

Precious Metal Code:

A. Optional

B. Must be on Table 182

Equipment Management Code:

A. Optional

B. Must be on Table 155

Idle Equipment Code:

A. Optional

B. Must be on table 184

NEMS-1 Batch (B), Online (O), or None(N):

A. Mandatory

B. Must be either 'b', 'o' or 'n'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Manufacturer name (spaced out) if manufacturer code is not 'xxxxx'

B.  Equipment type account from Table 050 unless acquisition transaction number is 08 or 09

C.  Date status coded (current date) if status changed

D.  Transaction number

E.  Entry reference number

## TRANSACTION 60 - NASA-HELD EQUIPMENTRECORD DATA (CHANGE) SCREEN #3

```
USER-ID: XXXXX        NEMS - 60 - NASA HELD EQUIPMENT (CHANGE)   DATE: 10/10/97
PROGRAM: TRN060P3               PAGE 2 OF 2                       TIME: 15:17:55

ECN: J000717                              CUSTODIAN ACCOUNT NO: 02022
ITEM NAME: TEST 717                       MODEL NO: 717
MFG NAME: MFR UNIDENTIFIED (VERIFIED)     SERIAL NO: 11199928828373467333

DATE INST ACQUIRED: 97 09 11              YEAR MANUFACTURED: 97
DATE INVENTORIED: 97 09 23                DATE BORROWED: __ __ __
DATE LOANED: __ __ __          (OR)       DATE LEASED: __ __ __
DATE AVAILABLE: __ __ __                  DATE STORED-IN: __ __ __
DATE LAST SERVICED: __ __ __              LABOR: ____ __
DATE WARRANTY EXP - MATERIALS: ____ __


ENTER PAGE  '1': _                        ENTER 'C' TO CANCEL: _____




            (EQUIPMENT FIELDS ON PAGE 1)
```

Purpose:

Transaction 60 is used to change the Equipment File record for NASA-held equipment that has many fields to be changed, occurring most often when data entry errors have occurred.  The table files are used to validate the data.

Called From Screen:

This screen can be called from any of the Transaction 60 screens.

Calls Screens:

    A.  This screen can call transaction 60 screen 1.

    B.  Cancellation of this screen will return the user to

    A.  Transaction 60.

Instruction Steps:

  Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '-' in all unused positions of the field.

          Change the data in all desired fields.

          Press the 'Enter' key.

  Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

          Press the 'Enter' key.

          This step may be repeated as many times as necessary.

  Step 3:  The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field, or may call any of the other Transaction 60 screens by entering the appropriate page number in the page number field.

          Press the 'Enter' key.

Edit Criteria:

  Date Inst Acquired:

    A.  Mandatory

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

    D.  Can not be greater than current year

Year Manufactured:

  A.  Mandatory

  B.  Must be numeric

Date Inventoried:

  A.  Optional

  B.  Must be numeric

  C.  Must be in 'yy mm dd' format

  D.  Must be greater than date installation acquired

  E.  Must not be greater than current date

Date Borrowed:

  A.  Optional

  B.  Should only be changed if exists

  C.  Can not be blanked out

  D.  Date loaned out and leased out must be blank

  E.  Date loan/lease/borrow out due must not be blank

  F.  Must be numeric

  G.  Must be in 'yy mm dd' format

  H.  Must be greater than date installation acquired

  I.  Must not be greater than current date

Date Loaned:

  A.  Optional

  B.  Should only be changed if exists

  C.  Can not be blanked out

  D.  Date borrowed out and leased out must be blank

  E.  Date loan/lease/borrow out due must not be blank

F. Must be numeric

G. Must be in 'yy mm dd' format

H. Must be greater than date installation acquired

I. Must not be greater than current date

Date Leased:

A. Optional

B. Should only be changed if exists

C. Can not be blanked out

D. Date loaned out and borrowed out must be blank

E. Date loan/lease/borrow out due must not be blank

F. Must be numeric

G. Must be in 'yy mm dd' format

H. Must be greater than date installation acquired

I. Must not be greater than current date

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Date Stored In:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

E. Must be greater than date installation acquired

F. Must not be greater than date storage due

Date Last Serviced:

    A.  Optional

    B.  Must be numeric

    C.  Must be in 'yy mm dd' format

    D.  Must be greater than date installation acquired

    E.  If entered, either labor or parts cost must be entered

    F.  Must not be greater than current date

Date Warranty Exp - Materials:

    A.  Optional

    B.  Must be numeric

    C.  Must be in 'yyyy mm' format

    D.  'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

    A.  Optional

    B.  Must be numeric

    C.  Must be in 'yyyy mm' format

    D.  'yyyy' (Year) must not be less than year manufactured

## TRANSACTION 61 - CONTRACTOR HELD EQUIPMENT RECORD DATA (CHANGE)

```
USER-ID: XXXXX  NEMS – 61 – CONTRACTOR HELD EQUIPMENT (CHANGE)  DATE: MM/DD/YY
PROGRAM: TRN061P1                                               TIME: HH:MM:SS

ECN: 0103445                          CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):             CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC   MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD      SERIAL NO: 9845812

ACQ DOCUMENT CONTROL NO: 270375148**  DATE INST ACQUIRED: ** ** **
ITEM NAME: COPYING MACHINE, INDIRECT ELEC   OLD TAG NO: _____
MANUFACTURER'S – CODE: S3380          MODEL NO: 1803ZMR*************
  SERIAL NO: 9845812*************     YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _____   COST ESTIMATED (Y) : _
LOCATION – ZIP CODE: *****            CONDITION CODE: __
AVAILABILITY STATUS CODE: A           DATE AVAILABLE: __ __ __
CONTRACTOR (ACCOUNTABLE): *********    CONTRACTOR TAG NO: ***************
LOCAL DATA (Y): _

                                      ENTER 'C' TO CANCEL: _____
```

Purpose:

   Transaction 61 is used to change the Equipment File record  for contractor-held equipment that that has many fields to be changed, occurring most often when data entry errors have  occurred.  The table files are used to validate the data.  After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

   This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

   A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

   B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

   C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and  is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

A.  Mandatory

B.  Must be entered left justified

Date Inst Acquired:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'yy mm dd' format

D.  Must not be greater than current date

Item Name:

A.  Mandatory

B.  Must be entered left justified

C.  Must not be changed if standardized

Manufacturer's - Code:

    A.  Mandatory

    B.  Must be on Table 040

Model No:

    A.  Mandatory

    B.  Must be entered left justified

Serial No:

    A.  Mandatory

    B.  Must be entered left justified

Year Manufactured:

    A.  Mandatory

    B.  Must be numeric

National Stock No:

    A.  First four positions mandatory

    B.  First four position must be numeric

    C.  Last nine positions optional

    D.  First two positions must be on Table 050

Cost Estimated (Y):

    A.  Optional

    B.  Must be either 'y' or spaces

Location - Zip Code:

    A.  Mandatory

    B.  No further edits

Condition Code:

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

Contractor (Accountable):

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

Contractor Tag No:

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

    A.  Date status coded (current date) if status changed

    B.  Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

    C.  Transaction number

    D.  Entry reference number

### TRANSACTION 62 - GLOBAL CHANGE PROCESSING MENU

```
USER-ID: XXXXX                GLOBAL PROCESSING MENU              DATE: MM/DD/YY
PROGRAM: TRN062P1                                                 TIME: HH:MM:SS

                     ENTER SELECTION OR 'X' TO EXIT: _____


                     1 - DESCRIPTION OF GLOBAL PROCESSING

                     2 - PROCESS THE GLOBAL

                     3 - ALTER CURRENTLY SCHEDULED GLOBAL

                     4 - PROCESS A GLOBAL DELETE TRANSACTION
```

Purpose:

    This screen allows the user to select the options of global processing.

Called From Screen:

    This screen is called from the change transaction menu

Calls Screens:

    A.  The successful completion or cancellation of this menu will return the user to the change transaction menu.

    B.  If '1' is entered on the selection prompt, a global processing description screens will be supplied.

    C.  If '2' is entered on the selection prompt, a global change qualifier selection menu will be supplied.

D.  If '3' is entered on the selection prompt, a screen will display the currently scheduled globals.  The user may alter the processing of these globals.

E.  If '4' is entered on the selection prompt, a global delete qualifier selection menu will be supplied.

Instruction Steps:

Step 1:  Enter the selection, Press Enter key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the error.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit this screen at any time by entering 'x' in the exit field.  The user will return to the change transaction menu.

Press the 'Enter' key.

Edit Criteria:

Selection must be either 'x' or '1' or '2' or '3' or '4'

A.  'x' to exit

B.  '1' Description of globals processing

C.  '2' Process of global change

D.  '3' Alter scheduled globals

D.  '4' Process of global delete

## TRANSACTION 62 - GLOBAL CHANGE DESCRIPTION

```
USER-ID: XXXXX             NEMS - 62 - GLOBAL (CHANGE)          DATE: MM/DD/YY
PROGRAM: TRN062PE                                               TIME: HH:MM:SS
                              DESCRIPTION

GLOBAL  CHANGE  TRANSACTION  ALLOWS  THE  USER TO CHANGE A SPECIFIED FIELD IN A
GROUP OF RECORDS.

FOR A GLOBAL CHANGE TRANSACTION, THE USER IS SUPPLIED WITH THE OPTION TO SELECT
ALL RECORDS, OR TO  CHOOSE UP TO THREE QUALIFIERS AS RECORD SELECTION CRITERIA.
IF QUALIFIERS  ARE  SELECTED, ANOTHER SCREEN  WILL  BE  DISPLAYED  SO  THAT THE
BEGINNING  AND ENDING RANGE MAY BE ENTERED FOR EACH SELECTED QUALIFIER.

ONCE  RECORD  SELECTION  QUALIFIERS  AND THEIR BEGINNING  AND ENDING VALUES ARE
SELECTED,  A SCREEN WILL BE DISPLAYED SHOWING THE FIELDS WHICH ARE ELIGIBLE FOR
GLOBAL  CHANGE.  THE USER IS ALLOWED TO SELECT ONLY ONE (1) FIELD TO BE CHANGED
PER TRANSACTION.  ONCE THE FIELD HAS BEEN SELECTED, ANOTHER  SCREEN WILL PROMPT
THE ENTRY OF THE 'OLD' (CURRENT) VALUE  AND  THE 'NEW' VALUE  TO WHICH IT IS TO
BE CHANGED.




                        (PRESS ENTER TO CONTINUE)
```

Purpose:

   This screen allows the user to read the description of transaction and
   continue to the second page of description.

Called From Screen:

   This screen is called from the global change transaction menu

Calls Screens:

   A.  This screen will call the second page of the Transaction 62 description.

Instruction Steps:

   Step 1:  Press 'Enter' to continue

## TRANSACTION 62 - GLOBAL CHANGE DESCRIPTION

```
USER-ID: XXXXX            NEMS - 62 - GLOBAL (CHANGE)           DATE: MM/DD/YY
PROGRAM: TRN062PE                                               TIME: HH:MM:SS
                               DESCRIPTION

IF  ONLY  A  SPECIFIED 'OLD' VALUE  IS TO BE CHANGED, IT MUST BE ENTERED ON THE
SCREEN IN THE 'OLD' VALUE FIELD. IF THE 'OLD' VALUE IS TO BE CHANGED REGARDLESS
OF THE VALUE, AN EXCLAMATION POINT (!) MUST BE ENTERED IN EVERY POSITION OF THE
'OLD' VALUE  FIELD.  IF THE 'OLD' VALUE  IS  BLANK, A QUESTION MARK (?) MUST BE
ENTERED  IN  EVERY POSITION OF THE 'OLD' VALUE  FIELD.  LIKEWISE, IF  THE 'NEW'
VALUE FIELD IS TO BE BLANK, A QUESTION MARK  MUST BE  ENTERED IN EVERY POSITION
OF THE 'NEW' VALUE FIELD.

LOCAL DATA IS HANDLED ON A CHARACTER BY CHARACTER BASIS. IN OTHER WORDS, IF THE
FOURTH  CHARACTER  OF  THE 'OLD' LOCAL DATA FIELD IS SPECIFIED AS 'X', THE ONLY
TIME  THE  FOURTH  POSITION  WILL  BE CHANGED IS WHEN THE OLD VALUE IS 'X'.  TO
CHANGE  A  GIVEN  POSITION IN THE LOCAL DATA FIELD REGARDLESS OF ITS OLD VALUE,
ENTER  AN  EXCLAMATION  POINT (!) IN THAT POSITION OF THE OLD LOCAL DATA FIELD.
TO SPECIFY A POSITION TO BE CHANGED TO BLANK, ENTER A QUESTION MARK (?) IN THAT
POSITION IN THE NEW LOCAL DATA FIELD.



                          (PRESS ENTER TO CONTINUE)
```

Purpose:

This screen allows the user to read the description of transaction and continue to the third page of description.

Called From Screen:

This screen is called from the first screen of global change description.

Calls Screens:

A.  This screen will call the third page of the Transaction 62 description.

Instruction Steps:

Step 1:  Press 'Enter' to continue

**TRANSACTION 62 - GLOBAL CHANGE DESCRIPTION**

```
USER-ID: XXXXX            NEMS - 62 - GLOBAL (CHANGE)        DATE: MM/DD/YY
PROGRAM: TRN062PE                                            TIME: HH:MM:SS
                                DESCRIPTION

GENERATED CHANGES:

WHEN  CUSTODIAN  ACCOUNT IS CHANGED, THE CUSTODIAN  NUMBER  AND CUSTODIAN  ORG
CODE IS GENERATED  FOR  THE  NEW CUSTODIAN ACCOUNT, AND  WHEN  NATIONAL  STOCK
NUMBER IS CHANGED, A CHANGE TO EQUIPMENT TYPE ACCOUNT IS GENERATED.

ALSO NOTE THAT CUSTODIAN NUMBER, CUSTODIAN ORG CODE AND EQUIPMENT TYPE ACCOUNT
MAY BE CHANGED SEPARATELY.

THE GLOBAL DELETE TRANSACTION SCHEDULES A GLOBAL TRANSACTION WHICH WILL DELETE
ALL EQUIPMENT WITHIN A CONTRACTOR ACCOUNT.  THE GLOBAL DELETES  ARE  DISPLAYED
WITH '**' IN THE CHANGE NUMBER FIELD ON THE 'ALTER CURRENTLY SCHEDULED GLOBAL'
SCREEN.  THE USER CAN CANCEL, POSTPONE, OR  RESCHEDULE THE DELETE TRANSACTIONS
EXACTLY LIKE GLOBAL CHANGE TRANSACTIONS.




ENTER '1' TO GO TO PAGE 1, 'X' TO EXIT, OR BLANK TO CONTINUE:    _____
```

Purpose:

　　This screen allows the user to read the description of transaction and
　　continue processing.

Called From Screen:

　　This screen is called from the second screen of Transaction 62  description.

Calls Screens:

　　A.  Successful completion of this screen will call the global transaction menu

　　B.  The cancellation of this transaction will return the user to the change
　　　　transaction menu

　　C.  A '1' entered in the selection will return the user to the first page of the
　　　　transaction description

Instruction Steps:

　Step 1:  This screen will display the third page of the transaction description.

　　　　　Enter '1' to return to the first description screen

　　　　　Press the 'Enter' key.

　　　　　Enter 'x' to return to the change transaction menu

Press the 'Enter' key.

Enter ' ' to return to the global transaction menu

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the error.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'x' in the selection field.

Press the 'Enter' key.

Edit Criteria:

Request must be either '1' or 'x' or ' '

Enter 'x' to exit:

A. Optional

Enter '1' to return to first page:

A. Optional

Enter ' ' to continue:

A. Optional

## TRANSACTION 62 - GLOBAL CHANGE QUALIFYING SELECTION

```
USER-ID: XXXXX            NEMS - 62 - GLOBAL (CHANGE)          DATE: MM/DD/YY
PROGRAM: TRN062P2                                              TIME: HH:MM:SS

ENTER UP TO THREE QUALIFIERS FOR SELECTION:  __ __ __
            OR
ENTER 'A' TO SELECT ENTIRE FILE:  _

01 - ECN                 13 - CUSTODIAN NUMBER    25 - CONTRACTOR TAG NUMBER
02 - ITEM NAME           14 - CUST ORG CODE       26 - CONTRACTOR ACCT
03 - MFG CODE            15 - USER NUMBER         27 - DATE LOANED OUT
04 - MFG MODEL NUMBER    16 - EQUIP-ZIP CODE      28 - DATE LEASED OUT
05 - MFG SERIAL NUMBER   17 - EQUIP BUILDING      29 - DATE BORROWED OUT
06 - YEAR MFG            18 - EQUIP TYPE ACCT      30 - DATE STORED IN
07 - NATIONAL STOCK NO   19 - DATE INVENTORIED     31 - EQUIP IN CODE
08 - CAP/SENS CODE       20 - OLD TAG NUMBER      32 - EQUIP OUT CODE
09 - AVAIL STATUS CODE   21 - DATE AVAILABLE      33 - EQUIP MGMT CODE
10 - DATE INST ACQ       22 - CONDITION CODE      34 - FREEZE NUMBER
11 - ACQ TRANS NUMBER    23 - DATE LAST CALIBRATED 35 - OTHER AGENCY NO
12 - CUST ACCT NUMBER    24 - DATE CALIBRATION DUE
                                        ENTER 'C' TO CANCEL:  _____
```

Purpose:

This screen allows the user to specify up to three fields which are to be used in qualifying records to be selected for update via the global change transaction. If 'a' (all) is specified, all records belonging to the user's installation will be processed.

Called From Screen:

This screen is called from the second page of the transaction description screen.

Calls Screens:

A. The successful completion of this screen will call the beginning and ending value selection menu for the specified qualifier (unless 'all' was specified).

B. The cancellation of this transaction will return the user to the change transaction menu.

Instruction Steps:

Step 1: This screen will display all fields which may be used as selection criteria.

Enter 'a' to process all records belonging to your installation or select up to three fields for record selection within your installation.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit this screen at any time prior to  successful completion by entering 'c' in the cancel  field.

Press the 'Enter' key.

Edit Criteria:

1.  If all records for your installation are to be processed, enter 'a'.

2.  If selected records are to be processed, enter up to three (3) qualifiers. Only records belonging to your installation are available for selection.

3.  No qualifiers may be entered when 'a' is specified

4.  If qualifiers are selected

   A.  Qualifiers must be numeric

   B.  Same qualifier must not be entered twice

   C.  Qualifiers must be 01 through 35 (leading zero is not required)

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

## TRANSACTION 62 - GLOBAL CHANGE BEGINNING AND ENDING VALUES

```
USER-ID: XXXXX            NEMS - 62 - GLOBAL (CHANGE)         DATE: MM/DD/YY
PROGRAM: TRN062P3               QUALIFIERS                    TIME: HH:MM:SS



               DATE CALIBRATION DUE              FIRST QUALIFIER
STARTING VALUE:   _____
ENDING VALUE:     _____
LENGTH            ....+.

               *** NOT SELECTED ***              SECOND QUALIFIER
STARTING VALUE:   _____
ENDING VALUE:     _____
LENGTH

               *** NOT SELECTED ***              THIRD QUALIFIER
STARTING VALUE:   _____
ENDING VALUE:     _____
LENGTH
                                        ENTER 'C' TO CANCEL:  _____
NOTE: DO NOT TYPE BEYOND LENGTH DISPLAYED FOR EACH FIELD
```

Purpose:

>   This screen allows the user to enter a starting and ending value for each
>   selected qualifier.  No records will be processed which do not meet the value
>   ranges for the specified qualifiers.

Called From Screen:

>   This screen is called from the qualifier selection menu.

Calls Screens:

>   A.  The successful completion of this screen will call the screen to select the
>       field to be changed

>   B.  The cancellation of this transaction will return the user to the record
>       qualifying selection menu.

Instruction Steps:

>   Step 1:  This screen will appear with selected qualifiers displayed.  Read the
>            information on the screen to verify that the qualifiers displayed are
>            correct.
>
>            Enter beginning and ending values for each qualifier.
>
>            Notes: Both values must be entered for each qualifier.  Do not type
>                   past the 'length' index below each  delimiter input field.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

1.  For a selected qualifier both beginning and ending values must be entered.

2.  Beginning value must not be greater than ending value

3.  Must not exceed the length for a specified field.

ECN:

A.  Must be entered left justified

B.  First position must be alphanumeric

C.  Last five positions must be numeric

Item Name:

A.  Must be entered left justified

Manufacturer's - Code:

A.  Must be on Table 040

Manufacturer's - Model No:

A.  Must be entered left justified

Manufacturer's - Serial No:

A.  Must be entered left justified

Year Manufactured:

A.  Must be numeric

National Stock No:

A.  First four position must be numeric

B.  Last nine positions optional

C.  First two positions must be on Table 050

Capital/Sensitive Code:

A.  Must be on Table 130

Availability Status Code:

A.  Must be on Table 410

Date Inst Acquired:

A.  Must be numeric

B.  Must be in 'yy mm dd' format

Acq Trans Number:

A.  Must be entered left justified

Custodian Account No:

A.  Must be entered left justified

B.  Must be on Table 078

Custodian Number:

A.  Must be entered left justified

B.  Must be on Table 078

Custodian Org Code:

A.  Must be entered left justified

B.  Must be on Table 078

User No:

A. Must be entered left justified

B. Must be on Table 090

Location - Zip Code:

A. Must be entered left justified

Location - Building:

A. Must be entered left justified

B. Must be on Table 102

Equipment Type Acct:

A. Must be entered left justified

B. Must be on Table 102

Date Inventoried:

A. Must be numeric

B. Must be in 'yy mm dd' format

Old Tag Number:

A. Must be entered left justified

Date Available:

A. Must be numeric

B. Must be in 'yy mm dd' format

Condition Code:

A. Can be entered left or right justified (stored right justified with leading spaces)

B. Must be on Table 510

Date Last Calibrated:

A. Must be numeric

B. Must be in 'yy mm dd' format

Date Calibration Due:

    A.  Must be numeric

    B.  Must be in 'yy mm dd' format

Contractor Tag No:

    A.  Can be entered left of right justified (stored right justified with leading spaces)

Contractor (Accountable):

    A.  Must match what is currently in the record

    B.  Can be entered left of right justified (stored right justified with leading spaces)

Date Loaned Out:

    A.  Must be numeric

    B.  Must be in 'yy mm dd' format

Date Leased Out:

    A.  Must be numeric

    B.  Must be in 'yy mm dd' format

Date Borrowed Out:

    A.  Must be numeric

    B.  Must be in 'yy mm dd' format

Date Stored In:

    A.  Must be numeric

    B.  Must be in 'yy mm dd' format

Date Shipped Other Inst:

    A.  Must be numeric

    B.  Must be in 'yy mm dd' format

Equip In Code:

    A.  Must be on Table 160

Equip Out Code:

    A.  Must be on Table 165

Equip Mgmt Code:

    A.  Must be on Table 155

Freeze Number:

    A.  Must be numeric

Other Agency No:

    A.  Must be numeric

    B.  Must be on Table 132

Enter 'c' to cancel:

    A.  Optional

    B.  Must be either 'c' or spaces

### TRANSACTION 62 - GLOBAL CHANGE FIELD SELECTION

```
USER-ID: XXXXX             NEMS - 62 - GLOBAL (CHANGE)          DATE: MM/DD/YY
PROGRAM: TRN062P4                                               TIME: HH:MM:SS

ENTER FIELD TO BE CHANGED OR 'X' TO EXIT:  _____

01 - ITEM NAME         11 - USER NUMBER        21 - DATE WRNTY EXP LABOR
02 - MFG CODE          12 - EQUIP ZIP CODE      22 - CONTRACTOR ACCT
03 - MFG MODEL NUMBER  13 - EQUIP BUILDING      23 - DATE L/L/B IN DUE
04 - YEAR MFG          14 - EQUIP ROOM          24 - DATE LOANED OUT
05 - NATIONAL STOCK NO 15 - EQUIP TYPE ACCT     25 - DATE LEASED OUT
06 - AVAIL STATUS CODE 16 - DATE AVAILABLE      26 - DATE BORROWED OUT
07 - DATE STATUS CODED 17 - CONDITION CODE      27 - EQUIP MGMT CODE
08 - CUST ACCT NO      18 - HAZ MATERIAL CODE   28 - LOCAL DATA
09 - CUSTODIAN NUMBER  19 - PREC METAL CODE     29 - LOCATION
10 - CUSTODIAN ORG CODE 20 - DATE WRNTY EXP MATER
```

Purpose:

This screen allows the user to select one (1) field for which a global change transaction is to be generated.

Called From Screen:

This screen is called from the record qualifying range selection screen.

Calls Screens:

A. The successful completion of this screen will call the 'old' and 'new' value entry screen.

B. The cancellation of this transaction will return the user to the record qualifier selection menu.

Purpose:

This screen allows the user to select one (1) field for which a  global change transaction is to be generated.

Called From Screen:

This screen is called from the record qualifying range selection screen.

Calls Screens:

A. The successful completion of this screen will call the 'old' and 'new' value entry screen.

B. The cancellation of this transaction will return the user to the record qualifier selection menu.

Instruction Steps:

Step 1: This screen will display the fields which may be updated by a global change transaction.

Select only one (1) field to be changed

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the error.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'x' in the selection field.

Press the 'Enter' key.

## TRANSACTION 62 - GLOBAL CHANGE 'OLD' AND 'NEW' VALUE

```
USER-ID: XXXXX            NEMS - 62 - GLOBAL (CHANGE)        DATE: MM/DD/YY
PROGRAM: TRN062P4                                            TIME: HH:MM:SS


DATE LOANED OUT

    OLD VALUE: ** ** **   (YY MM DD FORMAT)

    NEW VALUE: ** ** **   (YY MM DD FORMAT)

                                    ENTER 'C' TO CANCEL:  _____
1.  TO SPECIFY ALL OLD VALUES, ENTER ALL EXCLAMATION POINTS (!) IN THE 'OLD'
    VALUE FIELD.

2.  TO SPECIFY A NEW VALUE AS BLANK, ENTER ALL QUESTION MARKS (?) IN THE 'NEW'
    VALUE FIELD.
```

Purpose:

This screen allows the entry of the 'old' (current) value of the field to be changed and the 'new' value to which it is to be changed. Successful completion of this screen will generate a global change transaction record which will be placed in a file for overnight processing.

Called From Screen:

This screen is called from the change transaction field selection menu.

Calls Screens:

A. The successful completion of this screen will call the transaction confirmation screen.

B. The cancellation of this screen will return the user to the change transaction field selection menu.

Instruction Steps:

Step 1: This screen will appear with the selected data field displayed.  Read the information on the screen to verify that the field displayed is correct.

Enter the 'old' and 'new' values.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'enter' key.

Edit Criteria:

Must enter 'old' and 'new' value

Item Name:

A.  Must be entered left justified

Manufacturer's - Code:

A.  Must be on table 040

B.  Must be entered left justified

Manufacturer's - Model No:

A.  Must be entered left justified

Year Manufactured:

A.  Must be numeric

National Stock No:

A.  First four position must be numeric

B.  Last nine positions optional

C.  First two positions must be on Table 050

Availability Status Code:

A.  Must be on Table 410

Date Status Coded:

A.  Must be numeric

B.  Must be in 'yy mm dd' format

C.  Cannot be greater than current year

Custodian Account No:

A.  Must be entered left justified

B.  Must be on Table 078

Custodian Number:

A.  Must be entered left justified

B.  Must be on Table 078

Custodian Org Code:

A.  Must be entered left justified

B.  Must be on Table 078

User No:

A.  Must be entered left justified

B.  Must be on Table 090

Location - Zip Code:

A.  Must be entered left justified

Location - Building:

A.  Must be entered left justified

B.  Must be on Table 102

Location - Room:

    A.  Must be entered left justified

    B.  No further edits

Equipment Type Acct:

    A.  Must be entered left justified

    B.  Must be on Table 052

Date Available:

    A.  Must be numeric

    B.  Must be in 'yy mm dd' format

Condition Code:

    A.  Can be entered left or right justified (stored right justified with leading spaces)

    B.  Must be on table 510

Hazardous Material Code:

    A.  Must be on Table 180

    B.  No further edits

Precious Metal Code:

    A.  Must be on Table 182

    B.  No further edits

Date Warranty Exp - Materials:

    A.  Must be numeric

    B.  Must be in 'yyyy mm' format

    C.  'YYYY' must not be less than year manufactured

Date Warranty Exp - Labor:

    A.  Must be numeric

B.  Must be in 'yyyy mm' format

C.  'YYYY' must not be less than year manufactured

Contractor (Accountable):

A.  Can be entered left of right justified (stored right justified with leading spaces)

Date Loan/Lease/Borrow In Due:

A.  Must be numeric

B.  Must be in 'yy mm dd' format

Date Loaned Out:

A.  Must be numeric

B.  Must be in 'yy mm dd' format

C.  Must not be greater than current date

Date Leased Out:

A.  Must be numeric

B.  Must be in 'yy mm dd' format

C.  Must not be greater than current date

Date Borrowed Out:

A.  Must be numeric

B.  Must be in 'yy mm dd' format

Equip Mgmt Code:

A.  Must be on Table 155

Local Data:

A.  No edits

Location:

A.  Must be entered left justified

B. An error message will be displayed and the user will not be allowed to change the location, if the inventory is being conducted by grid location and the 'old' and/or the new location is currently undergoing inventory.

Enter 'x' to exit:

A. Optional

B. Must be either 'x' or spaces

## TRANSACTION 62 - GLOBAL CHANGE LOCAL DATA

```
USER-ID: XXXXX              NEMS - 62 - GLOBAL (CHANGE)           DATE: MM/DD/YY
PROGRAM: TRN062P4                                                 TIME: HH:MM:SS


LOCAL DATE

     OLD VALUE:
     _____
     ....+....1....+....2....+....3....+....4....+....5....+....6....+....7

     NEW VALUE:
     _____
     ....+....1....+....2....+....3....+....4....+....5....+....6....+....7

                               ENTER 'C' TO CANCEL:  _____

1.   TO SPECIFY ALL OLD VALUES FOR A GIVEN POSITION, ENTER AN EXCLAMATION POINT
     (!) IN THE POSITION OF THE 'OLD' VALUE FIELD.

2.   TO SPECIFY A NEW VALUE AS BLANK, ENTER A QUESTION MARK (?) IN THE
     POSITION IN THE 'NEW' VALUE FIELD.
```

Purpose:

This screen will be called from the field selection screen when a request is made to change local data. This screen is similar to the normal 'old and new' value entry screen except that an index line is displayed below the value entry fields. Another feature of the local data screen is that each of the seventy characters in the local data field is treated as a separate field.

Called From Screen:

This screen is called from the change transaction field selection menu.

Calls Screens:

A. The successful completion of this screen will call the transaction confirmation screen.

B.  The cancellation of this transaction will return the user to the change transaction field selection menu.

Instruction Steps:

Step 1:  This screen will appear with a seventy (70) character field to enter local data.

Enter the 'old' and 'new' values for desired positions.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

'Old' and 'new':

A.  Mandatory

Enter 'c' to cancel:

A.  Optional

# TRANSACTION 62 - CONFIRMATION SCREEN #1

```
USER-ID: XXXXX              NEMS - 62 - GLOBAL (CHANGE)          DATE: MM/DD/YY
PROGRAM: TRN062P6                   CONFIRMATION                 TIME: HH:MM:SS

        *** WARNING - ENTIRE DATA BASE HAS BEEN SELECTED FOR CHANGE ***

FIELD SELECTED FOR CHANGE:  EQUIP ZIP CODE

OLD VALUE
35812



NEW VALUE
35815


    NEMS-1 BATCH 'B' OR NONE ' ': _    REPORT 500 YES 'Y' OR NO ' ': _
    ENTER 'Y' TO CONFIRM TRANSACTION OR 'C' TO CANCEL: _____
```

Purpose:

The purpose of this screen is to warn the user that the entire database will be processed (i.e. All records belonging to the user's installation) and give the user an option to select NEMS1 in batch mode, report 500 and confirm or cancel the transaction for batch processing.

Called From Screen:

This screen is called from the 'old' and 'new' value entry screen

Calls Screens:

A. None

Instruction Steps:

Step 1: This screen will appear with the field selected for change and its 'old' and 'new' value read the information on the screen to verify that the field and the values displayed are correct.

Enter 'B' for NEMS-1

'Y' for report 500

'Y' or 'C' to confirm or cancel the transaction

Press the 'Enter' key

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 batch:

A. Optional

B. Must be 'b' for batch or ' ' for none

Report 500:

A. Optional

B. Must be 'y' for yes or ' ' for no

Confirm Transaction:

A. Mandatory

B. Must be 'y' to confirm or 'c' to cancel

## TRANSACTION 62 - CONFIRMATION SCREEN #2

```
USER-ID: XXXXX            NEMS - 62 - GLOBAL (CHANGE)        DATE: MM/DD/YY
PROGRAM: TRN062P6                  CONFIRMATION              TIME: HH:MM:SS
FIRST QUALIFIER:     CUSTODIAN NUMBER
     STARTING VALUE:  02022
     ENDING VALUE:    05479
SECOND QUALIFIER:    *** NOT SELECTED ***
     STARTING VALUE:
     ENDING VALUE:
THIRD QUALIFIER:     *** NOT SELECTED ***
     STARTING VALUE:
     ENDING VALUE:
FIELD SELECTED FOR CHANGE:  CUSTODIAN NUMBER
OLD VALUE:
02022

NEW VALUE:
05479

    NEMS-1 BATCH 'B' OR NONE ' ': _    REPORT 500 YES 'Y' OR NO ' ': _
    ENTER 'Y' TO CONFIRM TRANSACTION OR 'C' TO CANCEL: _____
```

Purpose:

> The purpose of this screen is to give the user an option to select NEMS-1, Report-500 and confirm or cancel the transaction for batch processing.

Called From Screen:

> This screen is called from the 'old' and 'new' value entry screen

Calls Screens:

A.  NONE

> Step 1:  This screen will appear with the selected qualifier and their starting and ending values, field selected for change and its 'old' and 'new' value.  Read the information on the screen to verify that the qualifiers and the field values displayed are correct.
>
>> Enter 'B' for NEMS-1
>>
>>> 'Y' for Report 500
>>>
>>> 'Y' or 'C' to confirm or cancel the transaction
>>
>> Press the 'Enter' key
>>
>> Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

step 3:  The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 batch:

A.  Optional

B.  Must be 'b' for batch or ' ' for none

Report 500:

A.  Optional

B.  Must be 'y' for yes or ' ' for no

Confirm Transaction:

A.  Mandatory

B.  Must be 'y' to confirm or 'c' to cancel

**TRANSACTION 62 - GLOBAL CHANGE
ALTER CURRENTLY SCHEDULED GLOBALS**

```
USER-ID: XXXXX       NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY
PROGRAM: TRN062P1    GLOBAL TRANSACTIONS SCHEDULED           TIME: HH:MM:SS
PAGE 1
SEQ  ENTRY-REF  PROCESS   DATE                QUALIFIERS   CHANGE    PRINT  REPORT
NO     NO       SWITCH  SCHEDULED USERID      1  2  3        NO     NEMS-1  500
--------------------------------------------------------------------------------
1   0872317058    P     08/19/1997 MSDMR      01             06       B      Y
                         /  /
                         /  /
                         /  /
                         /  /
                         /  /
                         /  /
                         /  /
                         /  /

ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____
ENTER SEQUENCE NUMBER AND SELECTION:   ___
(P = POSTPONE, C = CANCEL, ' ' = ON SCHEDULE, D = DETAIL DISPLAY): _


               (PRESS ENTER TO VIEW LIST AGAIN)
```

Purpose:

This screen lists all the globals scheduled to run during the night.  Identifying information such as entry-ref-no, process- switch, date scheduled, requesting user-id, qualifiers, change  field number, request to print NEMS-1 and Report 500 is displayed on online line, with a maximum of ten per screen.  Output may span more than one screen.  Scheduled global deletes are displayed with '**' in the change no. field.

Called From Screen:

This screen is called by the global processing menu.

CALLS SCREEN:

Upon completion, this screen calls the detail display of selected global.

Instruction Steps:

Step 1:  Information concerning all globals scheduled to run that night is displayed on the screen.  Any of the global change may be postponed, canceled, or placed on schedule by entering the global sequence number and the new status in the appropriate input fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the  screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time by  entering an 'x' in the exit field.  The user will  return to the global change processing menu.

Press the 'Enter' key.

Edit Criteria:

Exit Field:

A.  'X' or blank

Sequence Number:

A.  Mandatory

B.  Must be in the range of the global sequence numbers

New Status Field:

A.  Must be blank, 'p', 'c' or 'd'

1.  Blank - rescheduled to run tonight

2.  'C' - cancel the global processing

3.  'P' - postpone the global processing

4.  'D' - display the detail information pertaining to a selected global change request

**TRANSACTION 62 - DETAIL DISPLAY**

```
USER-ID: XXXXX            NEMS - 62 - GLOBAL (CHANGE)         DATE: MM/DD/YY
PROGRAM: TRN062P7               DETAILED DISPLAY              TIME: HH:MM:SS

        *** WARNING - ENTIRE DATA BASE HAS BEEN SELECTED FOR CHANGE ***
SEQUENCE NO.:   1           REQUESTING USER ID:  XXXXX    REPORT-500: N
DATE SCHEDULED: 02/14/97    PROCESS SWITCH:                   NEMS-1: N
TIME SCHEDULED: 11:36:30:6  ENTRY REFERENCE NO.: 870457008

FIELD SELECTED FOR CHANGE:  EQUIP ZIP CODE
OLD VALUE:
35812


NEW VALUE:
35815






            PRESS ENTER TO RETURN TO SCHEDULE MENU
```

Purpose:

The purpose of this screen is to display the detail information of a selected scheduled global change. The user has the option to cancel or postpone the scheduled global change.

Called From Screen:

This screen is called from the alter scheduled global change screen.

Calls Screens:

   A. Alter scheduled global change menu

   Step 1: This screen will appear with the selected information of a global change. Examine the data and make notes if necessary.

   Step 2: The user may exit this screen by pressing the 'enter' key. The user will return to the global schedule menu.

Edit Criteria:

   None

## TRANSACTION 62 - PROCESS GLOBAL DELETE TRANSACTION

```
USER-ID: XXXXX            NEMS - 62 - GLOBAL UPDATE            DATE: MM/DD/YY
PROGRAM: TRN062P8    GLOBAL DELETE OF GFE BY A CONTRACTOR      TIME: HH:MM:SS


        THIS TRANSACTION WILL PERFORM A GLOBAL DELETE FOR ALL
        EQUIPMENT HELD BY A CONTRACTOR WITHIN YOUR INSTALLATION.



CONTRACTOR (ACCOUNTABLE): _____

INSTALLATION (RECEIVING): ____



                    ENTER 'C' TO CANCEL: _____
```

Purpose:

> The purpose of this screen is to allow the user to enter selection criteria for a global delete.

Called From Screen:

> This screen is called from the global processing menu

Calls Screens:

> A. The successful completion of this screen will call the global delete confirmation screen.
>
> B. The cancellation of this transaction will return to the global processing menu.

Step 1: Enter the contractor number for the equipment which you wish to delete.

Step 2: Enter the installation receiving the equipment.

> Press the 'Enter' key.

Step 3: If error messages appear at the bottom of the screen, read the messages and correct the indicated fields.

> Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 4:  The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

1.  Contractor (accountable) must be entered

2.  Installation (receiver) must be entered, and must exist  on Table '252'

3.  Equipment records must exist within your installation sub acct for the entered contractor.

4.  Cancel must be blank or 'c'.

## TRANSACTION 62 - GLOBAL DELETE CONFIRMATION SCREEN

```
USER-ID: XXXXX       NASA EQUIPMENT MANAGEMENT SYSTEM       DATE: 10/10/97
PROGRAM: TRN062P1    GLOBAL TRANSACTIONS SCHEDULED          TIME: 15:23:21
PAGE 1
SEQ  ENTRY-REF  PROCESS   DATE                 QUALIFIERS   CHANGE    PRINT   REPORT
NO     NO       SWITCH  SCHEDULED USERID       1  2  3       NO     NEMS-1   500
-----------------------------------------------------------------------------------
1   0872317058    P     08/19/1997  MSDMR      01           06        B       Y
                              /  /
                              /  /
                              /  /
                              /  /
                              /  /
                              /  /
                              /  /
                              /  /

ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____
ENTER SEQUENCE NUMBER AND SELECTION:  ___
(P = POSTPONE, C = CANCEL, ' ' = ON SCHEDULE, D = DETAIL DISPLAY): _


                  (PRESS ENTER TO VIEW LIST AGAIN)
```

Purpose:

The purpose of this screen is to allow the user to confirm the scheduling of a global delete.

Called From Screen:

This screen is called from the process global delete screen

Calls Screens:

A. The successful completion of this screen will call the global processing menu and display the new entry reference number.

B. The cancellation of this transaction will return to the global processing menu and indicate the transaction was canceled.

Step 1: Review the information on the screen.

Step 2: Enter 'y' to schedule the global delete, or enter 'c' to cancel the transaction.

Press the 'Enter' key.

Step 3: If error messages appear at the bottom of the screen, read the messages and correct the indicated fields.

Press the 'Enter' key.

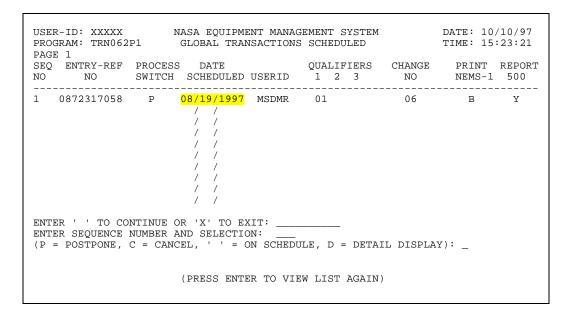This step may be repeated as many times as necessary.

Edit Criteria:

1. Confirmation is required and must be 'y' or 'c'.

## TRANSACTION 63 - REVERSE ADD

```
USER-ID: XXXXX        NEMS – 63 – REVERSE ADD (CHANGE)        DATE: MM/DD/YY
PROGRAM: TRN063P1                                             TIME: HH:MM:SS

ECN:                                    CUSTODIAN ACCOUNT NO:
ITEM NAME:                              MODEL NO:
MFG'S NAME:                             SERIAL NAME:
COST:

COST: *************

NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): *  LOCAL DATA (Y): _

                                        ENTER 'C' TO CANCEL: _____


    NOTE:  ADJUSTING THE COST ABOVE $5000 WILL CAUSE THE CAP SENS CODE TO
           CHANGE FROM AN 'N' TO A 'P' OR A 'Q' TO AN 'M': ADJUSTING THE
           COST BELOW $5000 WILL CHANGE A 'P' TO AN 'N' OR AN 'M' TO A 'Q'.
```

Purpose:

Transaction 63 is used to correct the cost of a record recently added to the Equipment File.  The add transaction must exist on either the monthly or

daily transaction files.  After the record is updated on the equipment and transaction files, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu.  The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the change transaction menu.

B.  If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct  record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.  Enter the data in all desired fields.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Cost:

A.  Mandatory

B.  Should reflect the new cost amount.

C.  Can contain pennies (a decimal '.' followed by two numbers).

D.  All other position must be numeric or blank.

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

NEMS-1 batch (b), online (o), or none(n):

A.  Mandatory

B.  Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Equipment File:

A.  Cap sens code

B.  Transaction number

C.  Entry reference number

## TRANSACTION 64 - LOCAL DATA UPDATE (NON REPORTABLE)

This transaction calls the local data screen

### 4.1.3  NEMS Equipment File Update - Delete

**NEMS EQUIPMENT FILE UPDATE - DELETE SCREEN 1**

```
USER-ID: XXXXX                        NEMS                      DATE: MM/DD/YY
PROGRAM: TRN000P1          EQUIPMENT FILE UPDATE MENU           TIME: HH:MM:SS


ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____     CUSTODIAN ACCOUNT NO: _____    (OR)
CONTRACTOR (ACCOUNTABLE): _____   (AND)   CONTRACTOR TAG NO: _____

65    TRANSFER TO ANOTHER NASA INSTALLATION
66    TRANSFER TO OTHER GOVERNMENT AGENCY
67    TRANSFER OF GFE TO A CONTRACTOR
68    TRANSFER OF GFE BY A CONTRACTOR
69    LEASE IN-RETURNED
70    LOAN IN-RETURNED
71    SURVEY (MISSING EQUIPMENT)
72    DECONTROL (REMOVAL OF TAG)
73    DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY
74    DELETE FROM RETAG



                    (MORE TRANSACTIONS ON NEXT PAGE)

```

**NEMS EQUIPMENT FILE UPDATE - DELETE SCREEN 2**

```
USER-ID: XXXXX                        NEMS                      DATE: MM/DD/YY
PROGRAM: TRN000P1          EQUIPMENT FILE UPDATE MENU           TIME: HH:MM:SS


ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____     CUSTODIAN ACCOUNT NO: _____    (OR)
CONTRACTOR (ACCOUNTABLE): _____   (AND)   CONTRACTOR TAG NO: _____

75    BORROW IN - RETURNED
80    DISPOSAL OF NASA HELD EQUIPMENT (COND CODE MORE THAN 7) BY CUSTODIAN
81    DISPOSAL OF NASA HELD EQUIPMENT BY NEMS REUTILIZATION COORDINATOR
82    DISPOSAL OF CONTRACTOR HELD EQUIPMENT (COND CODE MORE THAN 7) BY CONTR
83    DISPOSAL OF CONTRACTOR HELD EQUIPMENT BY NEMS REUTILIZATION COORD
84    REMOVAL OF EQUIPMENT FROM NEMS - REPORTED BY CONTRACTOR
85    DELETE RESULTING FROM TRADE-IN
86    TRANSFER TO REAL PROPERTY
87    DELETE RESULTING FROM CONVERSION OF LEASE TO PURCHASE
99    UPDATE LOCAL DATA ON HISTORY (NON-REPORTABLE)




```

Purpose:

This screen will allow the user to choose one of the Addition Transactions
numbered 65 through 99.  The transaction numbers and the corresponding
transaction names are listed on one or more screens.  The entire list may be

viewed by scrolling (Pressing the 'ENTER" key). A more detailed explanation of each transaction may be found on subsequent pages of this document.

Called from Screen:

This screen was called from the NEMS Equipment File Update menu (Functions), where option 'D' was selected.

Called Screens:

A. This screen can call transactions 65 through 99.

B. The user can return to the NEMS Equipment File Update menu (Functions) by entering 'X' in the transactions number field.

Instruction Steps:

Step 1: Enter the Transaction number, Equipment Control Number (ECN), and the Custodian Account Number for NASA - Held Equipment

or

Enter the Transaction number, Equipment Control Number (ECN), and the Contractor (Accountable) and the Contractor Tag Number for Contractor - Held Equipment

Press the 'ENTER' key.

Step 2: If Error Messages appear at the bottom of the screen, Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit the transactions at nay time by entering 'X' in the transaction number field.

Press the 'ENTER' key.

Edit Criteria:

ECN (Equipment Control Number):

A. Must be entered

B. Must be one character alphanumeric then five characters numeric

Custodian Account No:

    A. Must be entered for NASA Held Equipment

    B. Must match what is currently in the record

Contractor (Accountable):

    C. Must be entered for Contractor Held equipment

    D. Must match what is currently in the record

    E. Can be entered right or left justified (stored right justified with leading spaces)

Contractor Tag No:

    A. Must be entered for Contractor Held equipment

    B. Must match what is currently in the record

    C. Can be entered right or left justified (stored right justified with leading spaces)

Selection Criteria:

Transaction 65 - Transfer To Another NASA Installation

    A. This transaction is for NASA held or Contractor held equipment

Transaction 66 - Transfer To Other Government Agency

    A. The record must exist on the NEMS Equipment file

    B. The equipment must not be loaned or leased into NASA

    C. The equipment must not be borrowed, loaned, leased or loan pooled out

    D. This transaction is for NASA held equipment only

Transaction 67 - Transfer Of GFE to a Contractor

    A. The record must exist on the NEMS Equipment file

    B. The equipment must not be loaned or leased into NASA

C. The equipment must not be borrowed, loaned, leased or loan pooled out

D. This transaction is for NASA held or Contractor held equipment

Transaction 68 - Transfer Of GFE By A Contractor

A. The record must exist on the NEMS Equipment file

B. The equipment must be loaned, leased, or borrowed out

C. This transaction is for Contractor held equipment only

Transaction 69 - Lease In-Returned

A. The record must exist on the NEMS Equipment file

B. The equipment must not be leased into NASA

C. The equipment must not be borrowed, loaned, leased or loan pooled out

D. This transaction is for NASA held equipment only

Transaction 70 - Loaned In-Returned

A. The record must exist on the NEMS Equipment file

B. The equipment must not be loaned into NASA

C. The equipment must not be borrowed, loaned, leased or loan pooled out

D. This transaction is for NASA held or Contractor held equipment

Transaction 71 - Survey (Missing Equipment)

A. The record must exist on the NEMS Equipment file

B. This transaction is for Contractor held equipment only

Transaction 72 - Decontrol (Removal Of Tag)

A. The record must exist on the NEMS Equipment file

B. This transaction is for NASA held equipment only

Transaction 73 - Deletes Resulting From Assembly/Disassembly

A.  The record must exist on the NEMS Equipment file

B.  The equipment must not be loaned or leased into NASA

C.  The equipment must not be borrowed, loaned, leased or loan pooled out

D.  This transaction is for NASA held equipment only

Transaction 74 - Delete From Retag

A.  The record must exist on the NEMS Equipment file

B.  This transaction is for NASA held equipment only

Transaction 75 - Borrow In - Returned

A.  The record must exist on the NEMS Equipment file

B.  The equipment must be borrowed in to NASA

C.  This transaction is for NASA held equipment only

Transaction 80 - Disposal of NASA Held Equipment Transaction (Cond Code More than 7) By Custodian

A.  The record must exist on the NEMS Equipment file

B.  The equipment must not already be loaned or leased into NASA

C.  This transaction is for NASA held equipment only

Transaction 81 - Disposal of NASA Held Equipment By NEMS Reutilization Coordinator

A.  The record must exist on the NEMS Equipment file

B.  The equipment must be loaned or leased into NASA

C.  The Cap Sens Code must be 'M' or 'P'

D.  The Condition Code must be 'S' or 'X'

E.  This transaction is for NASA held equipment only

Transaction 82 - Disposal Of Contractor Held Equipment (Cond Code More than 7) By Contractor

   A. The record must exist on the NEMS Equipment file

   B. The Condition Code must be greater than '7'

   C. This transaction is for Contractor held equipment only

## Transaction 83 - Disposal Of Contractor Held Equipment By NEMS Reutilization Coordinator

   A. The record must exist on the NEMS Equipment file

   B. The equipment must be Contractor-Held

   C. The Cap Sens Code must be 'E'

   D. This transaction is for Contractor held equipment only

## Transaction 84 - Removal Of Equipment From NEMS - Reported By Contractor

   A. The record must exist on the NEMS Equipment file

   B. This transaction is for Contractor held equipment only

## Transaction 85 - Delete Resulting From Trade-In

   A. The record must exist on the NEMS Equipment file

   B. This transaction is for NASA held equipment only

## Transaction 86 - Transfer To Real Property

   A. The record must exist on the NEMS Equipment file

   B. This transaction is for NASA held equipment only

## Transaction 87 - Delete - Lease To Purchase

   A. The record must exist on the NEMS Equipment file

   B. This transaction is for NASA held equipment only

## Transaction 99 - Update of Local Data On History (Non-Reportable)

### 4.1.3.1  Delete Transactions

## TRANSACTION 65 - TRANSFER TO ANOTHER NASA INSTALLATION

```
USER-ID: XXXXX                    NEMS - 65                    DATE: MM/DD/YY
PROGRAM: TRN065P1    TRANSFER TO ANOTHER NASA INSTALLATION     TIME: HH:MM:SS

ECN: 1399590                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                 CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                   MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO               SERIAL NO: MA1233067171
ITEM COST: 600.00

DATE SHIPPED: ** ** **                    INSTALLATION (RECEIVER): ****
                                          LOCAL DATA (Y): Y




             PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

Purpose:

> Transaction 65 is used to delete a record from the equipment file for NASA-held equipment that is being transferred to a custodian at another installation.  The record will be retired to the conveying installation's Historical File and moved to the receiving installation's Equipment File via the Suspense File.  A record will also be written to both installation's Daily Transaction Files.

Called From Screen:

> This transaction was called from the delete transaction menu.  The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.  A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field.  An optional field may be blank and is signified by '_' in all unused positions of the field.

Enter the required data.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Shipped:

A.  Mandatory

B.  Must not be greater than current date

C.  Must be in 'yy mm dd' format

Installation (receiver):

A.  Mandatory

B.  Must be on Table 252

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Historical File:

A.  Transaction number

B.  Entry reference number

C.  Delete date

D.  Capitalization amount

```
 USER-ID: XXXXX                   NEMS - 65                    DATE: MM:DD:YY
 PROGRAM: TRN065P1    TRANSFER TO ANOTHER NASA INSTALLATION    TIME: HH:MM:SS

 ECN: Z000001                                 CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY     EQUIP ECN  Z000001
 ITEM COST: 500.00     DISPOSAL CASE NMBR

 DATE SHIPPED: 99 0    ORG COST ACCT CODE  _____              VER): 0202
                       PROG COST ACCT CODE  _____

                       PREVIOUS ORG COST ACCT CODE
                       PREVIOUS PROG COST ACCT CODE

                                                              _____

                       ENTER TO CONTINUE   OR 'C' TO CANCEL _


                        RESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

KK. Optional

LL.  Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'


Warning Message:

    If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'.  If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

### TRANSACTION 66 - TRANSFER TO OTHER GOVERNMENT AGENCY

```
USER-ID: XXXXX                    NEMS - 66                    DATE: MM/DD/YY
PROGRAM: TRN066P1    TRANSFER TO OTHER GOVERNMENT AGENCY       TIME: HH:MM:SS

ECN: 1399590                             CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                  MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO              SERIAL NO: MA1233067171
ITEM COST: 600.00

OTHER AGENCY NO: **                      LOCAL DATA (Y): Y




                PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

Purpose:

Transaction 66 is used to delete a record from the Equipment File for NASA held equipment that is being transferred to another government agency. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Enter the required information.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Other Agency No:

A. Mandatory

B. Must be on Table 132

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Historical File:

A. Transaction number

B. Entry reference number

C. Delete date

D. Capitalization amount

```
USER-ID: XXXXX                 NEMS - 66                    DATE: MM:DD:YY
PROGRAM: TRN066P1   TRANSFER TO OTHER GOVERNMENT AGENCY    TIME: HH:MM:SS

 ECN: Z000001                            CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY       EQUIP ECN  Z000001
 ITEM COST: 500.00       DISPOSAL CASE NMBR

 OTHER AGENCY NO: 2      ORG COST ACCT CODE  _____
                         PROG COST ACCT CODE  _____

                         PREVIOUS ORG COST ACCT CODE
                         PREVIOUS PROG COST ACCT CODE

                                                            _____

                         ENTER TO CONTINUE   OR 'C' TO CANCEL _
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

MM. Optional

NN. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'


Warning Message:

    If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'.  If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 67 - TRANSFER OF GFE TO A CONTRACTOR

```
USER-ID: XXXXX                   NEMS - 67                    DATE: MM/DD/YY
PROGRAM: TRN067P1        TRANSFER OF GFE TO A CONTRACTOR       TIME: HH:MM:SS

ECN: 1399590                            CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):               CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                 MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO             SERIAL NO: MA1233067171
ITEM COST: 600.00

INSTALLATION (RECEIVER): ****           CONTRACTOR (RECEIVER): *********
                                        LOCAL DATA (Y): _




                PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

Purpose:

> Transaction 67 is used to delete a record from the equipment file for NASA-held equipment that was funded by the government, and is being transferred to a contractor for use.  The contractor will be responsible for the equipment and for reporting the transfer and any movement of it to NEMS.  The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the delete transaction menu.  The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

> A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

> B.  If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

> Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the

correct record.  A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Installation (receiver):

A.  Mandatory

B.  Must be numeric

C.  Must be on Table 252 as an accountable installation

Contractor (receiver):

A.  Mandatory

B.  Enter either left or right justified (stored right  justified with leading spaces)

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Cancel:

    A.  Optional

    B.  Must be either 'c' or spaces

Generated Fields For Historical File:

    A.  Transaction number

    B.  Entry reference number

    C.  Delete date

    D.  Capitalization amount

```
 USER-ID: XXXXX                    NEMS - 67                    DATE: MM:DD:YY
 PROGRAM: TRN067P1        TRANSFER OF GFE TO A CONTRACTOR       TIME: HH:MM:SS


 ECN: Z000001                                CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE   ┌─────────────────────────────────────────────┐
 MFG NAME: GATEWAY    │ EQUIP ECN  Z000001                          │
 ITEM COST: 500.00    │ DISPOSAL CASE NMBR                          │
                      │                                             │
 INSTALLATION (RECE   │ ORG COST ACCT CODE  _____         R):     │
 0881*****            │                                             │
                      │ PROG COST ACCT CODE  _____                 │
                      │                                             │
                      │ PREVIOUS ORG COST ACCT CODE                 │
                      │ PREVIOUS PROG COST ACCT CODE                │
                      │                                             │
                      │                                 _____  │
                      │ ENTER TO CONTINUE   OR 'C' TO CANCEL │      │
                      │                                             │
                      └─────────────────────────────────────────────┘
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

  This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

OO.Optional

PP. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'


Warning Message:

> If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'.  If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 68 - TRANSFER OF GFE BY A CONTRACTOR

```
USER-ID: XXXXX                    NEMS - 68                     DATE: MM/DD/YY
PROGRAM: TRN068P1        TRANSFER OF GFE BY A CONTRACTOR        TIME: HH:MM:SS

ECN: 1399590                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                   MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO               SERIAL NO: MA1233067171


INSTALLATION (RECEIVER): ****             CONTRACTOR (RECEIVER): *********
                                          LOCAL DATA (Y): _




                   PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

Purpose:

Transaction 68 is used to delete a record from the Equipment File for
contractor-held government furnished equipment that is being transferred to
another contractor or NASA installation.  The record will be retired to the
Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu.  The
Equipment Control Number (ECN) was entered on the delete transaction
menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return
the user to the delete transaction menu.

B. If the default value of the local data is not blanked out, a screen to enter
the local data will be provided after all other transaction entries are
correct. Instruction steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the
information on the screen to verify that the record displayed is the
correct record.  A mandatory field is one which must have data
entered to successfully complete the transaction and is signified by

'*' on the screen.  An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Installation (receiver):

A.  Mandatory

B.  Must be numeric

C.  Must be on Table 252 as an accountable installation

Contractor (receiver):

A.  Optional

B.  Entered either left or right justified (stored right justified with leading spaces)

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Historical File:

    A.  Transaction number

    B.  Entry reference number

    C.  Delete date

### TRANSACTION 69 - LEASE-IN RETURNED

```
USER-ID: XXXXX                 NEMS – 69                 DATE: MM/DD/YY
PROGRAM: TRN069P1         LEASE IN-RETURNED              TIME: HH:MM:SS

ECN: 1399590                         CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):            CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT              MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO          SERIAL NO: MA1233067171

                                     LOCAL DATA (Y): _


                                     ENTER TO 'C' TO CANCEL: _____
```

Purpose:

Transaction 69 is used to delete a record from the Equipment File for leased equipment that is being returned to the leasor (a non-NASA entity).  The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu.  The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

B.  If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Historical File:

A.  Transaction number

B.  Entry reference number

C.  Delete date

D.  Capitalization amount

```
 USER-ID: XXXXX                    NEMS - 69                    DATE: MM:DD:YY
 PROGRAM: TRN069P1              LEASE IN-RETURNED               TIME: HH:MM:SS

 ECN: Q000002                                 CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY      EQUIP ECN  Q000002
 ITEM COST: 500.00      DISPOSAL CASE NMBR

                        ORG COST ACCT CODE  _____
                        PROG COST ACCT CODE  _____

                        PREVIOUS ORG COST ACCT CODE
                        PREVIOUS PROG COST ACCT CODE
                                                              : _____


                        ENTER TO CONTINUE   OR 'C' TO CANCEL _




 PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

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Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion  by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.   Mandatory

B.   Must enter Org Cost Acct Code

Prog Cost Acct Code

A.   Mandatory

B.   Must enter Prog Cost Acct Code

Enter 'c' to cancel:

QQ. Optional

RR. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

> If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 70 - LOAN IN-RETURNED

```
USER-ID: XXXXX                 NEMS - 70               DATE: MM/DD/YY
PROGRAM: TRN070P1           LOAN IN-RETURNED           TIME: HH:MM:SS

ECN: 1399590                          CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):             CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT               MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO           SERIAL NO: MA1233067171

                                      LOCAL DATA (Y): _

                                      ENTER TO 'C' TO CANCEL: _____
```

Purpose:

> Transaction 70 is used to delete a record from the Equipment File for loaned equipment that is being returned to the loaner(non-NASA entity). The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

    A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

    B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

  Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

      Press the 'Enter' key.

  Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

      Press the 'Enter' key.

Edit Criteria:

  Local Data (y):

    A. Optional

    B. Must be either 'y' or spaces

  Cancel:

    A. Optional

    B. Must be either 'c' or spaces

Generated Fields For Historical File:

    A. Transaction number

    B. Entry reference number

    C. Delete date

Warning Message:

    If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being

inventoried', 'due to this delete the inventory may not be closed'.  If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 71 - SURVEY (MISSING EQUIPMENT)

```
USER-ID: XXXXX                    NEMS - 71                     DATE: MM/DD/YY
PROGRAM: TRN071P1          SURVEY (MISSING EQUIPMENT)           TIME: HH:MM:SS

ECN: 1399590                               CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                  CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                    MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO                SERIAL NO: MA1233067171
ITEM COST: 600.00


                                           LOCAL DATA (Y): Y



                                           ENTER 'C' TO CANCEL: _____




 PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

Transaction 71 is used to delete a record from the Equipment File for NASA-held equipment that is missing.  The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu.  The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the
information on the screen to verify that the record displayed is the
correct record.

Press the 'Enter' key.

Step 2:  The user may exit the transaction at any time prior to successful
completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Historical File:

A.  Transaction number

B.  Entry reference number

C.  Delete date

D.  Capitalization amount

```
 USER-ID: XXXXX                 NEMS - 71                    DATE: MM:DD:YY
 PROGRAM: TRN071P1        SURVEY (MISSING EQUIPMENT)         TIME: HH:MM:SS

 ECN: Z000002                              CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY      ┌─────────────────────────────────────────┐
 ITEM COST: 500.00     │ EQUIP ECN  Z000002                       │
                       │ DISPOSAL CASE NMBR                        │
                       │                                          │
                       │ ORG COST ACCT CODE   _____             │
                       │ PROG COST ACCT CODE  _____              │
                       │                                          │
                       │ PREVIOUS ORG COST ACCT CODE              │
                       │ PREVIOUS PROG COST ACCT CODE             │
                       │                                          │
                       │                               : _____│
                       │                                          │
                       │ ENTER TO CONTINUE   OR 'C' TO CANCEL _    │
                       │                                          │
                       │                                          │
                       └─────────────────────────────────────────┘

 PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

UU. Optional

VV. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

### TRANSACTION 72 - DECONTROL (REMOVAL OF TAG)

```
USER-ID: XXXXX                    NEMS - 72                     DATE: MM/DD/YY
PROGRAM: TRN072P1      DECONTROL (REMOVAL OF TAG)               TIME: HH:MM:SS

ECN: 0103445                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                 CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD    SERIAL NO: 9845812
ITEM COST: 2000.00

                                          LOCAL DATA (Y): Y




                                          ENTER 'C' TO CANCEL: _____




PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

Transaction 72 is used to delete a record from the Equipment File for NASA-held equipment that is being decontrolled. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Historical File:

A. Transaction number

B. Entry reference number

C. Delete date

D. Capitalization amount

```
 USER-ID: XXXXX                NEMS - 72                 DATE: MM:DD:YY
 PROGRAM: TRN072P1       DECONTROL (REMOVAL OF TAG)      TIME: HH:MM:SS

 ECN: Z000002                             CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY       ┌─────────────────────────────────────────────┐
 ITEM COST: 500.00       │ EQUIP ECN  Z000002                          │
                         │ DISPOSAL CASE NMBR                           │
                         │                                             │
                         │ ORG COST ACCT CODE  _____                 │
                         │ PROG COST ACCT CODE  _____                 │
                         │                                             │
                         │ PREVIOUS ORG COST ACCT CODE                 │
                         │ PREVIOUS PROG COST ACCT CODE                │
                         │                                             │
                         │                                  : _____│
                         │                                             │
                         │ ENTER TO CONTINUE   OR 'C' TO CANCEL _       │
                         │                                             │
                         └─────────────────────────────────────────────┘
 PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the
user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with
previous data already entered.  Enter the information on the screen
or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the
messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

SS. Optional

TT. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

> If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 73 - DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY

```
USER-ID: XXXXX                  NEMS - 73                   DATE: MM/DD/YY
PROGRAM: TRN073P1  DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY  TIME: HH:MM:SS

ECN: 1399167                             CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                  MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO              SERIAL NO: MA1233092630
ITEM COST: 600.00


                                         LOCAL DATA (Y): Y




                                         ENTER 'C' TO CANCEL: _____




 PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

> Transaction 73 is used to delete a record from the Equipment File for NASA-held equipment that is being assembled or disassembled. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

    A.  The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

    B.  If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

  Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.

            Press the 'Enter' key.

  Step 2:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

            Press the 'Enter' key.

Edit Criteria:

  Local Data (y):

    A.  Optional

    B.  Must be either 'y' or spaces

  Cancel:

    A.  Optional

    B.  Must be either 'c' or spaces

Generated Fields For Historical File:

    A.  Transaction number

    B.  Entry reference number

    C.  Delete date

    D.  Capitalization amount

```
 USER-ID: XXXXX                 NEMS - 73                      DATE: MM:DD:YY
 PROGRAM: TRN073P1  DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY TIME: HH:MM:SS

 ECN: Z000002                                  CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY     ┌──────────────────────────────────────────┐
 ITEM COST: 500.00     │ EQUIP ECN  Z000002                       │
                       │ DISPOSAL CASE NMBR                        │
                       │                                          │
                       │ ORG COST ACCT CODE  _____               │
                       │ PROG COST ACCT CODE  _____               │
                       │                                          │
                       │ PREVIOUS ORG COST ACCT CODE              │
                       │ PREVIOUS PROG COST ACCT CODE             │
                       │                                          │
                       │                            : _____  │
                       │                                          │
                       │ ENTER TO CONTINUE   OR 'C' TO CANCEL _    │
                       │                                          │
                       │                                          │
                       │                                          │
                       └──────────────────────────────────────────┘

 PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

   This transaction was called from multiple transaction screens.

Calls Screens:

   The successful completion or cancellation of this transaction will return the
   user to the add transaction menu.

Instruction Steps:

   Step 1:  This screen may appear with selected data fields blank or with
            previous data already entered.  Enter the information on the screen
            or verify that the record displayed is the correct record.

            Press the 'Enter' key.

   Step 2:  If error messages appear at the bottom of the screen, read the
            messages and correct  the identified field.

447

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

    A.   Mandatory

    B.   Must enter Org Cost Acct Code

Prog Cost Acct Code

    A.   Mandatory

    B.   Must enter Prog Cost Acct Code

Enter 'c' to cancel:

    WW.  Optional

    XX.   Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'


Warning Message:

> If inventory is by custodian account and custodian account is open for
> inventory then a warning message will be displayed, 'cust-acct-no is being
> inventoried', 'due to this delete the inventory may not be closed'.  If
> inventory is by grid location and grid location is open for inventory then a
> warning message will be displayed, 'grid location is being inventoried', 'due
> to this delete the inventory may not be closed'.

## TRANSACTION 74 - DELETE FROM RETAG

```
USER-ID: XXXXX                NEMS – 74                       DATE: MM/DD/YY
PROGRAM: TRN074P1    DELETE FROM RETAG                        TIME: HH:MM:SS

ECN: 1399855                            CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):               CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO              MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD          SERIAL NO: 9404080056
ITEM COST: 1671.00




                                        ENTER 'C' TO CANCEL: _____






DELETE TRANSACTION 74 IS GENERATED BY ADD TRANSACTION 14 (RETAG)
PRESS ENTER AND SELECT TRANSACTION 14 IF EQUIPMENT HAS BEEN RETAGGED
```

Purpose:

> Transaction 74 is generated by Transaction 14 which is used to retag
> equipment when the previously issued tag is physically missing.  The record
> will be retired to the Historical File and a record will be written to the Daily
> Transaction File.

Called From Screen:

> This transaction was called from the delete transaction menu.  The
> Equipment Control Number (ECN) was entered on the delete transaction
> menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Delete Transaction 74 is generated by add Transaction 14 (retag).

Press enter and select Transaction 14 from the add transaction menu, if the equipment has been retagged.

Edit Criteria:

None

Generated Fields For Historical File:

None

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 75 - BORROW IN - RETURNED

```
USER-ID: XXXXX              NEMS - 75                      DATE: MM/DD/YY
PROGRAM: TRN075P1    BORROW IN - RETURNED                  TIME: HH:MM:SS

ECN: 1399855                         CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):            CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO           MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD       SERIAL NO: 9404080056
ITEM COST: 1671.00

                                     LOCAL DATA (Y): Y

                                     ENTER 'C' TO CANCEL: _____
```

Purpose:

> Transaction 75 is used to delete a record from the Equipment File for
> borrowed equipment that is being returned to the borrower (NASA entity).
> The record will be retired to the Historical File and a record will be written to
> the Daily Transaction File.

Called From Screen:

> This transaction was called from the delete transaction menu.  The
> Equipment Control Number (ECN) was entered on the delete transaction
> menu.

Calls Screens:

> A.  The successful completion or cancellation of this transaction will return
> the user to the delete transaction menu.
>
> B.  If the default value of the local data is not blanked out, a screen to enter
> the local data will be provided after all other transaction entries are
> correct.

Instruction Steps:

> Step 1:  This screen will appear with selected data fields displayed.  Read the
> information on the screen to verify that the record displayed is the
> correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Historical File:

A. Transaction number

B. Entry reference number

C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

**TRANSACTION 80 - DISPOSAL OF NASA HELD EQUIPMENT
(COND CODE MORE THAN 7) BY CUSTODIAN**

```
USER-ID: XXXXX        NEMS - 80 - DISPOSAL OF NASA HELD      DATE: MM/DD/YY
PROGRAM: TRN080P1      EQUIPMENT (C.C. > 7) BY CUSTODIAN      TIME: HH:MM:SS

ECN: 1399588                          CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):             CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT               MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO           SERIAL NO: MA1233092620
ITEM COST: 600.00

CONDITION CODE: __                    LOCAL DATA (Y): Y




                                      ENTER 'C' TO CANCEL: _____




ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 80 is used to delete a record from the Equipment File for NASA
held equipment that is being disposed of because the custodian has no
further use for the item, and it is not in good enough condition to screen.
The record will be retired to the Historical File and a record will be written to
the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu.  The
Equipment Control Number (ECN) was entered on the delete transaction
menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return
    the user to the delete transaction menu.

B.  If the default value of the local data is not blanked out, a screen to enter
    the local data will be provided after all other transaction entries are
    correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.

Enter the required information.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Condition Code:

A.  Mandatory

B.  Must be on table 510

C.  Must be 8, 9, s or x

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Historical File:

A.  Transaction number

B.  Entry reference number

C.  Delete date

D.  Capitalization amount

```
 USER-ID: XXXXX         NEMS - 80 - DISPOSAL OF NASA HELD      DATE: MM:DD:YY
 PROGRAM: TRN080P1      EQUIPMENT (C.C. > 7) BY CUSTODIAN      TIME: HH:MM:SS

 ECN: Z000002                              CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY      EQUIP ECN  Z000002
 ITEM COST: 500.00      DISPOSAL CASE NMBR

 CONDITION CODE: s      ORG COST ACCT CODE  _____
                        PROG COST ACCT CODE  _____

                        PREVIOUS ORG COST ACCT CODE
                        PREVIOUS PROG COST ACCT CODE


                                                            : _____

                        ENTER TO CONTINUE   OR 'C' TO CANCEL
```

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

 A. Mandatory

 B. Must enter Org Cost Acct Code

Prog Cost Acct Code

 A. Mandatory

 B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

 YY. Optional

 ZZ. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open or inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

### TRANSACTION 81 - DISPOSAL OF NASA HELD EQUIPMENT BY NEMS REUTILIZATION COORDINATOR

```
USER-ID: XXXXX    NEMS - 81 - DISPOSAL OF NASA HELD EQUIPMENT   DATE: MM/DD/YY
PROGRAM: TRN081P1    BY NEMS REUTILIZATION COORDINATOR          TIME: HH:MM:SS

ECN: 1399167                              CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                 CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                   MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO               SERIAL NO: MA1233092630
ITEM COST: 600.00

CONDITION CODE: __                        LOCAL DATA (Y): Y



                                          ENTER 'C' TO CANCEL: _____

    NOTE: CAP SENS CODE MUST BE EITHER 'M' OR 'P' OR 'Q' OR
          'N' (IF THE COST IS GREATER THEN OR EQUAL TO $1000);
          AND THE CONDITION CODE MUST NOT BE 'S' OR 'X'.



PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

Transaction 81 is used to delete a record from the equipment file for NASA-held equipment that has been screened by EVS, and is now considered excess to NASA. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

   A.  The successful completion or cancellation of this transaction will return
       the user to the delete transaction menu.

   B.  If the default value of the local data is not blanked out, a screen to enter
       the local data will be provided after all  other transaction entries are
       correct.

Instruction Steps:

   Step 1:  This screen will appear with selected data fields displayed.  Read the
            information on the screen to verify that the record displayed is the
            correct record.

            Press the 'Enter' key.

   Step 2:  the user may exit the transaction at any time prior to successful
            completion by entering 'c' in the cancel field.

            Press the 'Enter' key.

Edit Criteria:

   Note:  Cap sens code must be 'm' or 'p' or 'q' or 'n' if cost is greater than or
   equal to $500.

   Condition Code:

       A.  Mandatory

       B.  Must be on table 510

       C.  Can not be 's' or 'x' or blank

   Local Data (y):

       A.  Optional

       B.  Must be either 'y' or spaces

   Cancel:

       A.  Optional

       B.  Must be either 'c' or spaces

Generated Fields For Historical File:

    A.  Transaction number

    B.  Entry reference number

    C.  Delete date

    D.  Capitalization amount

```
USER-ID: XXXXX   NEMS - 81 - DISPOSAL OF NASA HELD EQUIPMENT   DATE: MM:DD:YY
PROGRAM: TRN081P1    BY NEMS REUTILIZATION COORDINATOR       TIME: HH:MM:SS

ECN: Z000002                               CUSTODIAN ACCOUNT NO: 10018
CONTRACTOR (ACCOUN
ITEM NAME: COMPUTE
MFG NAME: GATEWAY      EQUIP ECN  Z000002
ITEM COST: 100500.    DISPOSAL CASE NMBR

CONDITION CODE: 1     ORG COST ACCT CODE  _____
                      PROG COST ACCT CODE  _____

                      PREVIOUS ORG COST ACCT CODE
                      PREVIOUS PROG COST ACCT CODE
                                                       : _____

   NOTE: CAP SENS
         'N' (IF      ENTER TO CONTINUE   OR 'C' TO CANCEL
         AND THE
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the
Prog Cost Acct Code  for IFM.

Called From Screen:

    This transaction was called from multiple transaction screens.

Calls Screens:

    The successful completion or cancellation of this transaction will return the
    user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

AAA. Optional

BBB. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'.  If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

### TRANSACTION 82 - DISPOSAL OF CONTRACTOR HELD EQUIPMENT (COND CODE MORE THAN 7) BY CONTRACTOR

```
USER-ID: XXXXX          NEMS - 82 - DISPOSAL OF NASA HELD        DATE: MM/DD/YY
PROGRAM: TRN082P1       EQUIPMENT (C.C. > 7) BY CONTRACTOR       TIME: HH:MM:SS

ECN: 1399588                               CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                  CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                    MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO                SERIAL NO: MA1233092620
ITEM COST: 600.00

CONDITION CODE: __                         LOCAL DATA (Y): Y



                                           ENTER 'C' TO CANCEL: _____
```

Purpose:

Transaction 82 is used to delete a record from the Equipment File for contractor-held equipment that is being disposed of by the contractor because it is not needed, and is not in good enough condition to screen. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Enter the required data.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Condition Code:

    A.  Mandatory

    B.  Must be on Table 510

    C.  Must be 8, 9, s or x

Local Data (y):

    A.  Optional

    B.  Must be either 'y' or spaces

Cancel:

    A.  Optional

    B.  Must be either 'c' or spaces

Generated Fields For Historical File:

    A.  Transaction number

    B.  Entry reference number

    C.  Delete date

## TRANSACTION 83 - DISPOSAL OF CONTRACTOR HELD EQUIPMENT
## BY NEMS REUTILIZATION COORDINATOR

```
USER-ID: XXXXX      NEMS - 83 - DISPOSAL OF CONTRACTOR HELD    DATE: MM/DD/YY
PROGRAM: TRN083P1   EQUIPMENT BY NEMS REUTILIZATION COORD      TIME: HH:MM:SS

ECN: 1399588                           CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):              CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO            SERIAL NO: MA1233092620


                                       LOCAL DATA (Y): Y


                                       ENTER 'C' TO CANCEL: _____



   NOTE: CAP SENS CODE MUST BE AN 'E'.
```

Purpose:

> Transaction 83 is used to delete a record from the Equipment File for
> contractor-held equipment that has been screened by EVS, and is now
> considered excess to NASA.  The record will be retired to the Historical File
> and a record will be written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the delete transaction menu.  The
> Equipment Control Number (ECN) was entered on the delete transaction
> menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction  will return
     the user to the delete transaction menu.

B.  If the default value of the local data is not blanked out, a screen to enter
     the local data will be provided after all other transaction entries are
     correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the
          information on the screen to verify that the record displayed is the
          correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Note: cap sens code must be 'e'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Condition Code:

A. Must not be 's' or 'x' or blank

Cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Historical File:

A. Transaction number

B. Entry reference number

C. Delete date

**TRANSACTION 84 - REMOVAL OF EQUIPMENT FROM NEMS - REPORTED BY CONTRACTOR**

```
USER-ID: XXXXX      NEMS - 84 - REMOVAL OF EQUIPMENT FROM NEMS  DATE: MM/DD/YY
PROGRAM: TRN084P1          REPORTED BY CONTRACTOR              TIME: HH:MM:SS

ECN: 1399588                          CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):             CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT               MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO           SERIAL NO: MA1233092620


                                      LOCAL DATA (Y): Y


                                      ENTER 'C' TO CANCEL: _____
```

Purpose:

> Transaction 84 is used to delete a record from the Equipment File for contractor-held equipment that is being removed from EVS.  The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

> This transaction was called from the delete transaction menu.  The Equipment Control Number (ECN) was entered on the delete transaction menu.

CALLS SCREENS:

A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

    A. Optional

    B. Must be either 'y' or spaces

Cancel:

    A. Optional

    B. Must be either 'c' or spaces

Generated Fields For Historical File:

    A. Transaction number

    B. Entry reference number

    C. Delete date

### TRANSACTION 85 - DELETE RESULTING FROM TRADE-IN

```
USER-ID: XXXXX                    NEMS - 85                     DATE: MM/DD/YY
PROGRAM: TRN085P1      DELETE RESULTING FROM TRADE-IN            TIME: HH:MM:SS

ECN: 1399590                             CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                  MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO              SERIAL NO: MA1233067171
ITEM COST: 600.00

                                         LOCAL DATA (Y): Y




                                         ENTER 'C' TO CANCEL: _____




PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

Transaction 85 is used to delete a record from the Equipment File for an item that was returned for a replacement item.  The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu.  The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

B.  If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Historical File:

      A.  Transaction number

      B.  Entry reference number

      C.  Delete date

      D.  Capitalization amount

```
 USER-ID: XXXXX                    NEMS - 85                    DATE: MM:DD:YY
 PROGRAM: TRN085P1       DELETE RESULTING FROM TRADE-IN         TIME: HH:MM:SS

 ECN: Z000001                                 CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY      EQUIP ECN  Z000001
 ITEM COST: 500.00      DISPOSAL CASE NMBR

                        ORG COST ACCT CODE  _____
                        PROG COST ACCT CODE  _____

                        PREVIOUS ORG COST ACCT CODE
                        PREVIOUS PROG COST ACCT CODE

                                                            : _____


                        ENTER TO CONTINUE   OR 'C' TO CANCEL


 PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

    This transaction was called from multiple transaction screens.

Calls Screens:

    The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

CCC. Optional

DDD. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'


Warning Message:

> If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'.  If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 86 - TRANSFER TO REAL PROPERTY

```
USER-ID: XXXXX                 NEMS - 86                      DATE: MM/DD/YY
PROGRAM: TRN086P1    TRANSFER TO REAL PROPERTY                TIME: HH:MM:SS

ECN: 1399590                             CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                  MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO              SERIAL NO: MA1233067171
ITEM COST: 600.00


                                         LOCAL DATA (Y): Y



                                         ENTER 'C' TO CANCEL: _____




PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

Transaction 86 is used to delete a record from the Equipment File.  This is the "reverse 16" delete transaction.  The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu.  The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

A.  The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

B.  If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

A.  Optional

B.  Must be either 'y' or spaces

Cancel:

A.  Optional

B.  Must be either 'c' or spaces

Generated Fields For Historical File:

       A.  Transaction number

       B.  Entry reference number

       C.  Delete date

       D.  Capitalization amount

```
 USER-ID: XXXXX                 NEMS - 86                   DATE: MM:DD:YY
 PROGRAM: TRN086P1      TRANSFER TO REAL PROPERTY            TIME: HH:MM:SS

 ECN: Z000001                              CUSTODIAN ACCOUNT NO: 10018
 CONTRACTOR (ACCOUN
 ITEM NAME: COMPUTE
 MFG NAME: GATEWAY      EQUIP ECN  Z000001
 ITEM COST: 500.00     DISPOSAL CASE NMBR

                       ORG COST ACCT CODE  _____
                       PROG COST ACCT CODE  _____

                       PREVIOUS ORG COST ACCT CODE
                       PREVIOUS PROG COST ACCT CODE

                                                          : _____


                       ENTER TO CONTINUE   OR 'C' TO CANCEL _



 PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

The OCA/PCA screen is used for the entry of  the Org Cost Acct Code and the Prog Cost Acct Code  for IFM.

Called From Screen:

    This transaction was called from multiple transaction screens.

Calls Screens:

    The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1:  This screen may appear with selected data fields blank or with previous data already entered.  Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct  the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

A.  Mandatory

B.  Must enter Org Cost Acct Code

Prog Cost Acct Code

A.  Mandatory

B.  Must enter Prog Cost Acct Code

Enter 'c' to cancel:

EEE. Optional

FFF.  Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1:  Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2:  If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'


Warning Message:

> If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'.  If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

### TRANSACTION 87 - DELETE - LEASE TO PURCHASE

```
USER-ID: XXXXX                 NEMS - 87                   DATE: MM/DD/YY
PROGRAM: TRN087P1     DELETE - LEASE TO PURCHASE           TIME: HH:MM:SS

ECN: 1399590                          CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):             CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT               MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO           SERIAL NO: MA1233067171
ITEM COST: 600.00



                                      ENTER 'C' TO CANCEL: _____




DELETE TRANSACTION 87 IS GENERATED BY ADD TRANSACTION 21 (RECEIPT -
LEASE TO PURCHASE), PRESS ENTER AND SELECT TRANSACTION 21
```

Purpose:

Transaction 87 is generated by Transaction 21 which is used to convert leased equipment to purchased equipment.  The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu.  The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

Instruction Steps:

Step 1:  This screen will appear with selected data fields displayed.  Read the information on the screen to verify that the record displayed is the correct record.

Delete Transaction 87 is generated by add Transaction 21.

Press enter and select Transaction 21 from the add transaction menu, if the equipment has been retagged.

Edit Criteria:

None

Generated Fields For Historical File:

None

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'.  If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

# TRANSACTION 99 - UPDATE LOCAL DATA ON HISTORY

```
USER-ID: XXXXX                  NEMS - 99                DATE: MM/DD/YY
PROGRAM: TRN099P1         LOCAL DATA - HISTORY           TIME: HH:MM:SS

 ECN        SEQUENCE NO      LAST TRANS NO      DELETE DATE      ENTRY REF NO
1399590        001               65              06/17/94          0841684999

ENTER THE SEQUENCE NUMBER OR 'X' TO EXIT: _____
```

Purpose:

> Transaction 99 is used to change only local data on the History File.  The history record is updated, but no record is written on the Daily Transaction File.

Called From Screen:

> This transaction was called from the delete transaction menu.  If only one record exists on the History File for the ECN entered on that menu, this screen will not appear and the user will be sent directly to the local data update program.

Calls Screens:

A.  After an ECN is selected this program calls the local data update program for the history file.

B.  If an 'x' is entered, the transaction will be canceled and the user will be returned to the delete transaction menu.

# UPDATE LOCAL DATA ON HISTORY

```
USER-ID: XXXXX                    NEMS                        DATE: MM/DD/YY
PROGRAM: TRNLOCP2            LOCAL DATA - HISTORY             TIME: HH:MM:SS

ECN: 1399590                HISTORY KEY: 1399590001

LOCAL DATA:
    ***********************************************************************

                                    ENTER 'C' TO CANCEL: _____




    CANCEL OR NAVIGATION COMMAND WILL CAUSE LOCAL DATA
            NOT TO BE ADDED/CHANGED
```

Purpose:

Additions or changes to local data on a History File record are entered here. If this screen is called from a delete transaction, the daily transaction record created by that program will be updated as well as the history record. If the screen is called from Transaction 99, only the history record is updated.

Called From Screen:

This transaction was called from the delete transaction menu, the record selection screen for Transaction 99, or the delete transaction programs if local data update is requested.

Calls Screens:

A. After successful completion or cancellation, the user is returned to the delete transaction menu.

## 5. REPORT SELECTION SUBSYSTEM

## 5.1 NEMS REPORT SELECTION SUBSYSTEM

The report selection subsystem allows the user to control the processing of NEMS reports. The NEMS reports are designed to be scheduled (cyclical reports) or submitted (On-Request reports) online, then processed overnight in

batch mode. If they are cyclical reports, their next effective run date is adjusted by the proper frequency. Both effective run date and frequency are established when the report is initially scheduled. With the five options of this subsystem you can accomplish the following functions:

1. List regularly scheduled reports by their frequency. These reports are scheduled to run on a predetermined frequency without user intervention. The report is listed with its frequency, next effective run date, and its distribution information.

2. Select On-Request reports. All reports in the NEMS system are listed on a series of screens. The user selects the report to be run by its report number. This will be a one time only run. If the report requires input parameters a second screen is used to capture this information. Finally, a screen displaying default distribution information is displayed; users may change this to fit their needs. If a cyclical report is selected, it does not affect the reports scheduled production timing.

3. Alter currently scheduled jobs. A screen is displayed showing all cyclical and On-Request report scheduled to run that night. The users can alter report status in any of three ways:

    a. Postpone (p) the report so that it will run the following night. If this is a cyclical report its next production date is unaffected.

    b. Cancel (c) the report. If it is an On-Request report it will be deleted from the list of reports scheduled to be produced. If it is a cyclical report its next effective production date will be set ahead by its previously established frequency.

    c. Return a previously postponed, or canceled report to its scheduled execution (blank). This change can only be made prior to the nightly batch run.

 Change regularly scheduled reports. This option allows the user to add, change or delete a regularly scheduled, cyclical report. when adding, the report must be unique on the basis of its report number, effective production date, installation (account and sub-account), and frequency. An exception is daily reports, where only one report per report number may be added regardless of the effective production date. Changing a report entails changing only the distribution data and/or effective date which is collected on a separate screen. The same data is collected when adding a report. The user can never change how a report looks. To change the effective production date and/or frequency, delete the old report, and add a new one. Regardless of which action the user wishes, the report must exist on the report number table. Reports 130 - 134 and 138 use the entered frequency value to compute the default range start date for record selection y

date due.  The time span a frequency represents ('1' for daily, '2' for weekly, etc.) is subtracted from the computed default range stop date. for example, the report is executed on 06/30/90.  The range stop date is computed by adding 3 months on to this date giving 09/30/90.  A frequency of '1' (daily) will return a start date of 09/29/90, '2' (weekly) will return 09/23/90, '4' (monthly) will return 08/30/90, '8' (annual) will return 08/30/89, etc.

Establish default distribution information.  By distribution information, it is meant: distribution (office or individual to whom operations will deliver the physical report), mail stop, number of copies, printer destination code (the actual printer which will print the report), report print type (either Xerox or printed hardcopy), and binding instructions, if Xerox.

As in the other NEMS subsystems, information is displayed, entered, and edited through a series of screens.  Errors are displayed on the bottom two lines of the screen and the user is given as many attempts as is necessary to enter the data. If for any reason the user wishes to leave a screen without any activity being initiated, every screen has either an exit or cancel field to allow this.

## 5.1.1  NEMS Report Selection Menu

```
USER-ID: XXXXX                     NEMS                    DATE: MM/DD/YY

PROGRAM: RPT000P1           REPORT SELECTION MENU          TIME: HH:MM:SS




                ENTER FUNCTION OR 'X' TO EXIT: _____


            1.   LIST REGULARLY SCHEDULED REPORTS BY FREQUENCY


            2.   SELECT ON-REQUEST REPORTS


            3.   ALTER CURRENTLY SCHEDULED JOBS


            4.   CHANGE REGULARLY SCHEDULED REPORTS


            5.   CHANGE STANDARD REPORT DISTRIBUTION
```

Purpose:

The NEMS Report Selection menu displays the report functions which the
user is authorized to use.

Called From Screen:

This screen is called by the NEMS Main Menu.

Calls Screen:

At present, there are five report functions which the user may invoke. They are:

1. List regularly scheduled jobs by frequency

2. Select On-Request reports

3. Alter currently scheduled jobs

4. Change regularly scheduled reports

5. Change standard report distribution

These screens return to the NEMS Report Selection menu.

Upon completion, this screen calls the NEMS Main Menu.

Instruction Steps:

Step 1: The screen will appear with a list of authorized functions. Enter the number corresponding to the function you wish to perform or an 'X' to return to the NEMS Main Menu.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

Valid function number or 'X'

## 5.1.2  List Regularly Scheduled Reports By Frequency Screen

```
 USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY

 PROGRAM: RPTLSTP1             (INSTALLATION NAME)               TIME: HH:MM:SS

                      CYCLICAL REPORTS LISTED BY FREQUENCY



 NUMBER: 010

 NAME: DAILY TRANSACTION REGISTER (BY TRANS NO)

 FREQUENCY: DAILY

 EFFECTIVE DATE: 96/11/15

 INSTALLATION NUMBER: 0808 (INSTALLATION NAME)

 DISTRIBUTION: NEMS CONTROL

 MAIL STOP: 4471

 NUMBER OF COPIES:   1

 DESTINATION: 041

 XEROX/PRINT: PRINT

 BINDING:




 ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____
```

Purpose:

> This menu lists the regularly scheduled reports by their frequency starting
> with daily and proceeding through triennial.  Two reports will be displayed per
> screen.

Called From Screen:

> This screen is called by the NEMS Report Selection menu.

Calls Screen:

> Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

   Step 1:  A screen will appear with one cyclical report.  To continue to view
            reports, leave the exit field blank.  The listing of reports will start over
            after all the reports have been shown.  To return to the NEMS Report
            Selection menu, place an 'X' in the exit field.

   Press the 'ENTER' key.

   Step 2:  If error messages appear at the bottom of the screen, read the
            messages and correct the identified field.

   Press the 'ENTER' key.

   This step may be repeated as many times as necessary.

Edit Criteria:

   Blank or 'X'

### 5.1.3  NEMS On-Request Report Selection Menu

```
USER-ID: XXXXX                       NEMS                        DATE: MM/DD/YY

PROGRAM: RPTSELP1     ON-REQUEST REPORT SELECTION MENU      TIME: HH:MM:SS




ENTER REPORT NUMBER OR 'X' TO EXIT: _____



007  DAILY TRANSACTION REPORT BY ENTRY REFERENCE NO *MSFC*

008  DAILY TRANSACTION REPORT FOR USER ID_*MSFC*

010  DAILY TRANSACTION REGISTER (BY TRANS NO)

011  DAILY TRANSACTION REGISTER (BY TRANS NO EXPLODED)

012  DAILY TRANSACTION REGISTER (BY ECN)

013  DAILY TRANSACTION REGISTER (BY ENTRY REF NO)

015  NEMS ITEM NAME VALIDATION REPORT

020  CUSTODIAN MONTHLY TRANSACTION REPORT

030  MONTHLY/ANNUAL TRANSACTION STATISTICAL SUMMARY

110  MANUFACTURER'S CODE XXXXX SUSPENSE REPORT

120  PROPERTY LOCATION REPORT

130  LOANED (IN) EQUIPMENT EXPIRATION REPORT

131  LOANED (OUT) EQUIPMENT EXPIRATION REPORT






                    (MORE REPORTS ON NEXT PAGE)
```

Purpose:

This menu lists all the On-Request Reports in the NEMS system in report
number order, thirteen per screen.

Called From Screen:

This screen is called by the NEMS Report Selection menu, and by either the NEMS Report Distribution Information screen or a report selection criteria screen.

Calls Screen:

1. This screen calls the NEMS Report Distribution Information screen, or a Report Selection Criteria screen if the report needs selection criteria.

2. Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1: Select the report you wish to submit for overnight processing. The report number entered does not have to be on the screen being viewed, it need only be a valid report number. If there are other screens to be viewed, leave the report number field blank. To return to the NEMS Report Selection menu, place an 'X' in the report number field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

A valid report number, blank, or 'X'

## 5.1.4  NEMS Report 020 Selection Criteria Screen

```
USER-ID: XXXXX      NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: 10/14/97

PROGRAM: PRM020P1     MARSHALL SPACE FLIGHT CENTER          TIME: 09:25:21




                        CUSTODIAN MONTHLY TRANSACTION REPORT



BEGINNING CUSTODIAN ACCOUNT NUMBER: _____     (DEFAULT IS '    A')

ENDING CUSTODIAN ACCOUNT NUMBER:    _____     (DEFAULT IS '99999')



BEGINNING CUSTODIAN NUMBER:         _____    (DEFAULT IS '     A')

ENDING CUSTODIAN NUMBER:            _____    (DEFAULT IS '999999')



BEGINNING DATE:                     ____ __ __

                                    (DEFAULT IS'1926 01 01' (YYYY MM DD)FORMAT)
ENDING DATE:                        ____ __ __

                                    (DEFAULT IS'2025 12 31' (YYYY MM DD)FORMAT)



                            ENTER 'C' TO CANCEL: _____




```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters which ever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number

    a. Beginning value must be less than or equal to the ending value

Custodian Number

    a. Beginning value must be less than or equal to the ending value
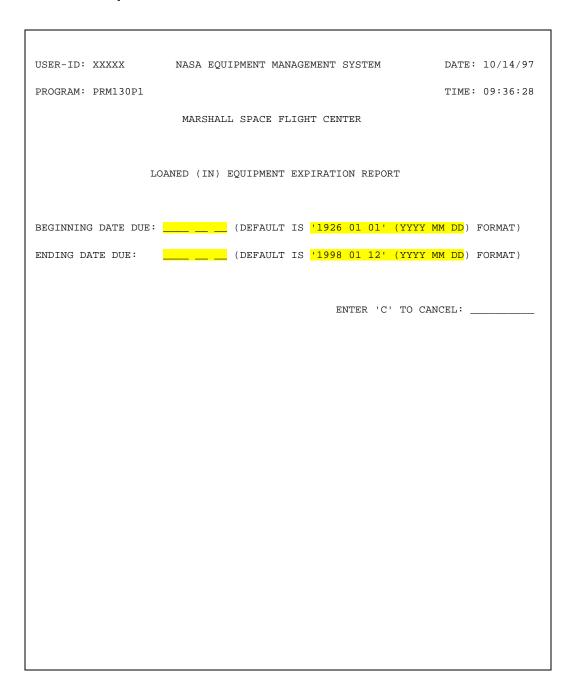
Beginning Date

    a. Must be numeric

    b. Must be in (YYYY MM DD) format

Ending Date

    a. Must be numeric

    b. Must be in (YYYY MM DD) format

c.  Ending date must not be less than beginning date

Cancel Field:

a.  'C' or blank

## 5.1.5  NEMS Report 120 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY

PROGRAM: PRM120P1                                             TIME: HH:MM:SS

                          (INSTALLATION NAME)



                        PROPERTY LOCATION REPORT


BEGINNING EQUIPMENT ZIP CODE: _____    (DEFAULT IS '    A')

ENDING EQUIPMENT ZIP CODE:    _____    (DEFAULT IS '99999')



BEGINNING EQUIPMENT BUILDING: _____    (DEFAULT IS '         A')

ENDING EQUIPMENT BUILDING:    _____    (DEFAULT IS '9999999999')



BEGINNING CUSTODIAN NUMBER:   _____    (DEFAULT IS '    A')

ENDING CUSTODIAN NUMBER:      _____    (DEFAULT IS '999999')


                                    ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.
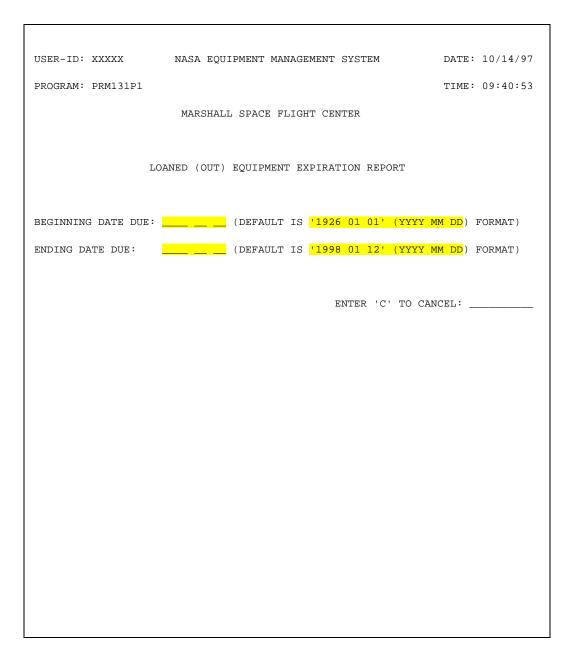
Press the 'ENTER' key.

Edit Criteria:

Equipment Zip Code

a.  Beginning value must be less than or equal to the ending value.

Equipment Building

a.  Beginning value must be less than or equal to the ending value.

Custodian Number

a. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. 'C' or blank

## 5.1.6  NEMS Report 130 Selection Criteria Screen

```
USER-ID: XXXXX       NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: 10/14/97

PROGRAM: PRM130P1                                             TIME: 09:36:28

                      MARSHALL SPACE FLIGHT CENTER



                  LOANED (IN) EQUIPMENT EXPIRATION REPORT



BEGINNING DATE DUE: ____ __ __ (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)

ENDING DATE DUE:    ____ __ __ (DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)



                                     ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

    a.  Must be numeric

    b.  Must be in the format 'YYYY MM DD'

    c.  Beginning value must be less than or equal to the ending value.

Cancel Field:

    a.  'C' or blank

## 5.1.7  NEMS Report 131 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: 10/14/97

PROGRAM: PRM131P1                                            TIME: 09:40:53

                      MARSHALL SPACE FLIGHT CENTER



                  LOANED (OUT) EQUIPMENT EXPIRATION REPORT



BEGINNING DATE DUE: ____ __ __  (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)

ENDING DATE DUE:    ____ __ __  (DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)



                                    ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

a.  Must be numeric

b.  Must be in the format 'YYYY MM DD'

c.  Beginning value must be less than or equal to the ending value.

Cancel Field:

a.  'C' or blank

### 5.1.8  NEMS Report 132 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: 10/14/97

PROGRAM: PRM132P1                                            TIME: 12:06:28

                     MARSHALL SPACE FLIGHT CENTER



             LEASED (IN) EQUIPMENT RETURN CANDIDATE LIST



BEGINNING DATE DUE: ____ __ __ (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)

ENDING DATE DUE:    ____ __ __ (DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)



                                     ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

a.  Must be numeric

b.  Must be in the format 'YYYY MM DD'

c.  Beginning value must be less than or equal to the ending value.

Cancel Field:

a.  'C' or blank

### 5.1.9  NEMS Report 133 Selection Criteria Screen

```
 USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: 10/14/97

 PROGRAM: PRM133P1                                             TIME: 12:12:40

                       MARSHALL SPACE FLIGHT CENTER



             LEASED (OUT) EQUIPMENT RETURN CANDIDATE LIST



 BEGINNING DATE DUE: ____ __ __  (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)

 ENDING DATE DUE:    ____ __ __  (DEFAULT IS '1998 01 11' (YYYY MM DD) FORMAT)




                                      ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

a.  Date Due

b.  Must be numeric

c.  Must be in the format 'YYYY MM DD'

Beginning value must be less than or equal to the ending value.

Cancel Field:

a.  'C' or blank

### 5.1.10  NEMS Report 134 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: 10/14/97

PROGRAM: PRM134P1                                            TIME: 12:17:54

                        MARSHALL SPACE FLIGHT CENTER


                    BORROWED EQUIPMENT RETURN CANDIDATE LIST


BEGINNING DATE DUE: ____ __ __ (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)

ENDING DATE DUE:    ____ __ __ (DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)



                                    ENTER 'C' TO CANCEL: _____
```

Purpose:

   This screen displays the fields which are the basis of selecting records to be
   used in the report.  The user enters whichever values are required.  The
   report will be produced based on the values entered, or the default values.

Called From Screen:

   This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

> Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

a.  Must be numeric

b.  Must be in the format 'YYYY MM DD'

c.  Beginning value must be less than or equal to the ending value.

Cancel Field:

a.  'C' or blank

## 5.1.11  NEMS Report 138 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: 10/14/97

PROGRAM: PRM138P1                                            TIME: 12:24:43

                         MARSHALL SPACE FLIGHT CENTER



                    STORAGE (IN) EQUIPMENT EXPIRATION REPORT



BEGINNING DATE DUE: ____ __ __  (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)

ENDING DATE DUE:    ____ __ __  (DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)




                                        ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

    a.  Must be numeric

    b.  Must be in the format 'YYYY MM DD'

    c.  Beginning value must be less than or equal to the ending value.

Cancel Field:

    a.  'C' or blank

### 5.1.12  NEMS Report 140 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY

PROGRAM: PRM140P1                                              TIME: HH:MM:SS

                          (INSTALLATION NAME)



              CUSTODIAN ACCOUNT PROPERTY REPORT (BY CAP SENS CODE)



BEGINNING CAPITAL/SENSITIVE CODE:   _       (DEFAULT IS 'A')

ENDING CAPITAL/SENSITIVE CODE:      _       (DEFAULT IS '9')



BEGINNING CUSTODIAN ACCOUNT NUMBER: _____   (DEFAULT IS '    A')

ENDING CUSTODIAN ACCOUNT NUMBER:    _____   (DEFAULT IS '99999')



BEGINNING CUSTODIAN NUMBER:         _____  (DEFAULT IS '     A')

ENDING CUSTODIAN NUMBER:            _____  (DEFAULT IS '999999')



BEGINNING ECN:                      _____ (DEFAULT IS 'A000000')

ENDING ECN:                         _____ (DEFAULT IS '9999999')



                            ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Capital/Sensitive Code

a. Beginning value must be less than or equal to the ending value

Custodian Account Number

a. Beginning value must be less than or equal to the ending value

Custodian Number

a. Beginning value must be less than or equal to the ending value

ECN

a. First character must be an alphanumeric value and the last five characters must be numeric

b. Beginning value must be less than or equal to the ending value

Cancel Field:

a. 'C' or blank

## 5.1.13  NEMS Report 141 Selection Criteria Screen

```
USER-ID: XXXXX       NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY

PROGRAM: PRM141P1                                           TIME: HH:MM:SS

                         (INSTALLATION NAME)


                  CUSTODIAN ACCOUNT PROPERTY REPORT (BY ECN)


BEGINNING CAPITAL/SENSITIVE CODE:   _      (DEFAULT IS 'A')

ENDING CAPITAL/SENSITIVE CODE:      _      (DEFAULT IS '9')


BEGINNING CUSTODIAN ACCOUNT NUMBER: _____   (DEFAULT IS '    A')

ENDING CUSTODIAN ACCOUNT NUMBER:    _____   (DEFAULT IS '99999')


BEGINNING CUSTODIAN NUMBER:         _____  (DEFAULT IS '     A')

ENDING CUSTODIAN NUMBER:            _____  (DEFAULT IS '999999')


BEGINNING ECN:                      _____  (DEFAULT IS 'A000000')

ENDING ECN:                         _____  (DEFAULT IS '9999999')


                                    ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS report distribution information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges. If only beginning value is entered in the Custodian Account Number and Custodian Number fields and the ending values are left blank, then the ending value is defaulted to the value in the beginning value fields.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Capital/Sensitive Code

a.  Beginning value must be less than or equal to the ending value

Custodian Account Number

    a. Beginning value must be less than or equal to the ending value

Custodian Number

    a. Beginning value must be less than or equal to the ending value

ECN

    a. First character must be an alphanumeric value and the last five characters must be numeric

    b. Beginning value must be less than or equal to the ending value

Cancel Field:

    a. 'C' or blank

## 5.1.14  NEMS Report 150 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY

PROGRAM: PRM150P1                                             TIME: HH:MM:SS

                        (INSTALLATION NAME)



             MONTHLY CUSTODIAN ACCOUNT PROPERTY STATISTICAL SUMMARY



BEGINNING CUSTODIAN NUMBER:          _____  (DEFAULT IS '     A')

ENDING CUSTODIAN NUMBER:             _____  (DEFAULT IS '999999')



BEGINNING ECN:                       _____ (DEFAULT IS 'A000000')

ENDING ECN:                          _____ (DEFAULT IS '9999999')



                                 ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Number

a.  Beginning value must be less than or equal to the ending value

ECN

a.  First character must be an alphanumeric value and the last five characters must be numeric

b.  Beginning value must be less than or equal to the ending value

Cancel Field:

a.  'C' or blank

## 5.1.15  NEMS Report 170 Selection Criteria Screen

```
 USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: 10/14/97

 PROGRAM: PRM170P1                                            TIME: 12:56:10

                        MARSHALL SPACE FLIGHT CENTER



                        ITEMS FOUND ON STATION REPORT



 BEGINNING DATE INSTALLATION ACQUIRED: ____ __ __    (DEFAULT IS '1997 04 14'

                                                     (YYYY MM DD) FORMAT)

 ENDING DATE INSTALLATION ACQUIRED:    ____ __ __    (DEFAULT IS '1997 10 14'

                                                     (YYYY MM DD) FORMAT


                                          ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Installation Acquired

a.  Must be numeric

b.  Must be in the format 'YYYY MM DD'

c.  Beginning value must be less than or equal to the ending value

Cancel Field:

a.  'C' or blank

### 5.1.16   NEMS Report 171 Selection Criteria Screen

```
 USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: 10/14/97

 PROGRAM: PRM171P1                                            TIME: 13:46:43

                       MARSHALL SPACE FLIGHT CENTER



                          ITEMS SURVEYED REPORT



 BEGINNING DATE DELETED: ____ __ __              (DEFAULT IS '1997 07 14'

                                                (YYYY MM DD) FORMAT)

 ENDING DATE DELETED:    ____ __ __              (DEFAULT IS '1997 10 14'

                                                (YYYY MM DD) FORMAT


                                        ENTER 'C' TO CANCEL: _____
```

Purpose:

> This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

> This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Deleted

    a. Must be numeric

    b. Must be in the format 'YYYY MM DD'

    c. Beginning value must be less than or equal to the ending value

Cancel Field:

    a. 'C' or blank

### 5.1.17   NEMS Report 200 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY

PROGRAM: PRM200P1                                              TIME: HH:MM:SS

                          (INSTALLATION NAME)



              CAPITAL EQUIPMENT TYPE ACCOUNT REPORT (BY EQ TYPE)



BEGINNING CUSTODIAN ORGANIZATION CODE: _____      (DEFAULT IS '      A')

ENDING CUSTODIAN ORGANIZATION CODE:    _____      (DEFAULT IS '9999999')

BEGINNING EQUIPMENT TYPE ACCOUNT:       ____        (DEFAULT IS '0000')

ENDING EQUIPMENT TYPE ACCOUNT:          ____        (DEFAULT IS '9999')

BEGINNING FEDERAL SUPPLY GROUP:          __         (DEFAULT IS '00')

ENDING FEDERAL SUPPLY GROUP:             __         (DEFAULT IS '99')

BEGINNING EQUIPMENT ZIP CODE:           _____       (DEFAULT IS '    A')

ENDING EQUIPMENT ZIP CODE:              _____       (DEFAULT IS '99999')

BEGINNING EQUIPMENT BUILDING:         _____   (DEFAULT IS '        A')

ENDING EQUIPMENT BUILDING:            _____   (DEFAULT IS '9999999999')




                                   ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be
used in the report.  The user enters whichever values are required.  The
report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code

a.  Beginning value must be less than or equal to the ending value

Equipment Type Account

a.  Must be numeric

b.  Beginning value must be less than or equal to the ending value

Federal Supply Group

a.  Beginning value must be less than or equal to the ending value

Equipment Zip Code:

a.  Beginning value must be less than or equal to the ending value

Equipment Building:

    a.  Beginning value must be less than or equal to the ending value

Cancel Field:

    a.  'C' or blank

## 5.1.18  NEMS Report 201 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY

PROGRAM: PRM201P1                                               TIME: HH:MM:SS

                          (INSTALLATION NAME)



              CAPITAL EQUIPMENT TYPE ACCOUNT REPORT (BY ACQ DOC CN)



BEGINNING CUSTODIAN ORGANIZATION CODE: _____     (DEFAULT IS '      A')

ENDING CUSTODIAN ORGANIZATION CODE:    _____     (DEFAULT IS '9999999')

BEGINNING EQUIPMENT TYPE ACCOUNT:      _____        (DEFAULT IS '0000')

ENDING EQUIPMENT TYPE ACCOUNT:         _____        (DEFAULT IS '9999')

BEGINNING FEDERAL SUPPLY GROUP:        __           (DEFAULT IS '00')

ENDING FEDERAL SUPPLY GROUP:           __           (DEFAULT IS '99')

BEGINNING EQUIPMENT ZIP CODE:          _____       (DEFAULT IS '    A')

ENDING EQUIPMENT ZIP CODE:             _____       (DEFAULT IS '99999')

BEGINNING EQUIPMENT BUILDING:          _____  (DEFAULT IS '        A')

ENDING EQUIPMENT BUILDING:             _____  (DEFAULT IS '9999999999')



                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code

a.  Beginning value must be less than or equal to the ending value

Equipment Type Account

a.  Must be numeric

b.  Beginning value must be less than or equal to the ending value

Federal Supply Group

a.  Beginning value must be less than or equal to the ending value

Equipment Zip Code:

a.  Beginning value must be less than or equal to the ending value

Equipment Building:

a.  Beginning value must be less than or equal to the ending value

Cancel Field:

a.  'C' or blank

### 5.1.19  NEMS Report 202 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY

PROGRAM: PRM202P1                                             TIME: HH:MM:SS

                         (INSTALLATION NAME)



             CAPITAL EQUIPMENT TYPE ACCOUNT REPORT (BY FSG)



BEGINNING CUSTODIAN ORGANIZATION CODE: _____     (DEFAULT IS '      A')

ENDING CUSTODIAN ORGANIZATION CODE:    _____     (DEFAULT IS '9999999')

BEGINNING EQUIPMENT TYPE ACCOUNT:      ____        (DEFAULT IS '0000')

ENDING EQUIPMENT TYPE ACCOUNT:         ____        (DEFAULT IS '9999')

BEGINNING FEDERAL SUPPLY GROUP:        __          (DEFAULT IS '00')

ENDING FEDERAL SUPPLY GROUP:           __          (DEFAULT IS '99')

BEGINNING EQUIPMENT ZIP CODE:          _____      (DEFAULT IS '    A')

ENDING EQUIPMENT ZIP CODE:             _____      (DEFAULT IS '99999')

BEGINNING EQUIPMENT BUILDING:          _____  (DEFAULT IS '        A')

ENDING EQUIPMENT BUILDING:             _____  (DEFAULT IS '9999999999')

                                 ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code

a. Beginning value must be less than or equal to the ending value

Equipment Type Account

a. Must be numeric

b. Beginning value must be less than or equal to the ending value

Federal Supply Group

a. Beginning value must be less than or equal to the ending value

Equipment Zip Code:

a. Beginning value must be less than or equal to the ending value

Equipment Building:

    a.  Beginning value must be less than or equal to the ending value

Cancel Field:

    a.  'C' or blank

## 5.1.20  NEMS Report 310 Selection Criteria Screen

```
USER-ID: XXXXX       NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: 10/14/97

PROGRAM: PRM310P1                                            TIME: 14:04:29

                         MARSHALL SPACE FLIGHT CENTER



                         EQUIPMENT LOSS RATE REPORT


BEGINNING DATE:                        ____ __ __

                              (DEFAULT IS '1926 01 01' (YYYY MM DD) FRMT)

ENDING DATE:                           ____ __ __

                              (DEFAULT IS '2025 12 31' (YYYY MM DD) FRMT)


                                 ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

    a.  Must be numeric

    b.  Must be in the format 'YYYY MM DD'

    c. Beginning value must be less than or equal to the ending value.

Cancel Field:

    a. 'C' or blank

## 5.1.21  NEMS Report 320 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: 10/14/97

PROGRAM: PRM320P1                                             TIME: 14:09:08

                         MARSHALL SPACE FLIGHT CENTER



                      FOUND ON STATION (FOS) RATE REPORT



BEGINNING DATE:                          ____ __ __

                                     (DEFAULT IS '1926 01 01' (YYYY MM DD) FRMT)

ENDING DATE:                             ____ __ __

                                     (DEFAULT IS '2025 12 31' (YYYY MM DD) FRMT)



                               ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be
used in the report.  The user enters whichever values are required.  The
report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

a.  Must be numeric

b.  Must be in the format 'YYYY MM DD'

c.  Beginning value must be less than or equal to the ending value.

Cancel Field:

a.  'C' or blank

## 5.1.22  NEMS Report 330 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: 10/14/97

PROGRAM: PRM330P1                                            TIME: 14:14:55

                        MARSHALL SPACE FLIGHT CENTER



                        INVENTORY DISCREPANCY RATE REPORT



BEGINNING DATE:                         ____ __ __

                                        (DEFAULT IS '1926 01 01' (YYYY MM DD) FRMT)

ENDING DATE:                            ____ __ __

                                        (DEFAULT IS '2025 12 31' (YYYY MM DD) FRMT)


                                        ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

a.  Must be numeric

b.  Must be in the format 'YYYY MM DD'

c.  Beginning value must be less than or equal to the ending value.

Cancel Field:

'C' or blank

### 5.1.23  NEMS Report 400 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY

PROGRAM: PRM400P1                                              TIME: HH:MM:SS

                        (INSTALLATION NAME)



                SEMI-ANNUAL FINANCIAL RECONCILIATION SUMMARY



BEGINNING EQUIPMENT TYPE ACCOUNT: _____  (DEFAULT IS '0000')

ENDING EQUIPMENT TYPE ACCOUNT:    _____  (DEFAULT IS '9999')



                                    ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Equipment Type Account

Must be numeric

Beginning value must be less than or equal to the ending value.

Cancel Field:

'C' or blank

## 5.1.24  NEMS Report 500 Selection Criteria Screen

```
 USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY

 PROGRAM: PRM500P1                                              TIME: HH:MM:SS

                            (INSTALLATION NAME)



                        DETAIL ITEM LIST (SINGLE RECORD)



 ECN: _____  (NO DEFAULT)


                                          ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  Enter the ECN you wish to view.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

ECN

Mandatory

First character must be alphanumeric the last five characters must be numeric

Cancel Field:

a.  'C' or blank

### 5.1.25  NEMS Report 501 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY

PROGRAM: PRM501P1                                            TIME: HH:MM:SS

                        (INSTALLATION NAME)



                   DETAIL ITEM LIST (RANGE OF RECORDS)



BEGINNING ECN:                         _____    (DEFAULT IS 'A000000')

ENDING ECN:                            _____    (DEFAULT IS '9999999')



BEGINNING CUSTODIAN ACCOUNT NUMBER:     _____     (DEFAULT IS '    A')

ENDING CUSTODIAN ACCOUNT NUMBER:        _____     (DEFAULT IS '99999')



BEGINNING CUSTODIAN ORGANIZATION CODE: _____    (DEFAULT IS '      A')

ENDING CUSTODIAN ORGANIZATION CODE:    _____    (DEFAULT IS '9999999')



BEGINNING EQUIPMENT BUILDING:         _____  (DEFAULT IS '         A')

ENDING EQUIPMENT BUILDING:            _____  (DEFAULT IS '9999999999')



                                ENTER 'C' TO CANCEL: _____



                        (SORT SELECTION ON NEXT PAGE)
```

Purpose:

   This screen displays the fields which are the basis of selecting records to be
   used in the report.  The user enters whichever values are required.  The
   report will be produced based on the values entered, or the default values.

Called From Screen:

   This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

ECN

A.  Optional

B.  First character must be alphanumeric the last five characters must be numeric

C.  Beginning value must be less than or equal to the ending value

Custodian Account Number

A.  Optional

B.  Beginning value must be less than or equal to the ending value

Custodian Organization Code

A.  Optional

B.  Beginning value must be less than or equal to the ending value

Equipment Building

A.  Optional

B.  Beginning value must be less than or equal to the ending value

Cancel Field:

A.  'C' or blank

## 5.1.26  NEMS Report 602 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY

PROGRAM: PRM602P1                                              TIME: HH:MM:SS

                        (INSTALLATION NAME)



                   ORGANIZATION PROPERTY REPORT SUMMARY



BEGINNING CUSTODIAN ORGANIZATION CODE: _____   (DEFAULT IS '      A')

ENDING CUSTODIAN ORGANIZATION CODE:    _____   (DEFAULT IS '9999999')



BEGINNING CUSTODIAN ACCOUNT NUMBER:     _____    (DEFAULT IS '    A')

ENDING CUSTODIAN ACCOUNT NUMBER:        _____    (DEFAULT IS '99999')



BEGINNING INSTALLATION:                   __      (DEFAULT IS '00')

ENDING INSTALLATION:                      __      (DEFAULT IS '99')



                                    ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code:

A.  Beginning value must be less than or equal to the ending value

Custodian Account Number:

A.  Beginning value must be less than or equal to the ending value

Installation

A.  Must be numeric

B.  Must be a valid value on the installation table as a an installation number (sub-station)

C.  Beginning value must be less than or equal to the ending value

Cancel Field:

A.  'C' or blank

## 5.1.27  NEMS Report 720 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY

PROGRAM: PRM720P1                                              TIME: HH:MM:SS

                          (INSTALLATION NAME)



                    EQUIPMENT UTILIZATION REVIEW (EVS) REPORT



BEGINNING CUSTODIAN ORGANIZATION CODE: _____   (DEFAULT IS '      A')

ENDING CUSTODIAN ORGANIZATION CODE:    _____   (DEFAULT IS '9999999')



BEGINNING CUSTODIAN ACCOUNT NUMBER:     _____    (DEFAULT IS '    A')

ENDING CUSTODIAN ACCOUNT NUMBER:        _____    (DEFAULT IS '99999')



BEGINNING CUSTODIAN NUMBER:            _____    (DEFAULT IS '     A')

ENDING CUSTODIAN NUMBER:               _____    (DEFAULT IS '999999')



                              ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the required values.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code:

A.  Beginning value must be less than or equal to the ending value

Custodian Account Number:

A.  Beginning value must be less than or equal to the ending value

Custodian Number

A.  Beginning value must be less than or equal to the ending value

Cancel Field:

A.  'C' or blank

## 5.1.28  NEMS Report 730 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY

PROGRAM: PRM730P1                                             TIME: HH:MM:SS

                          (INSTALLATION NAME)



              ANNUAL CONTRACTOR HELD EQUIPMENT VERFICATION LIST (EVS)



BEGINNING CONTRACTOR ACCOUNTABLE: _____       (DEFAULT IS '        A')

ENDING CONTRACTOR ACCOUNTABLE:     _____      (DEFAULT IS '999999999')



BEGINNING CONTRACTOR TAG NUMBER:  _____   (DEFAULT IS '            A')

ENDING CONTRACTOR TAG NUMBER:     _____   (DEFAULT IS '9999999999999')



                                    ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters the required values.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.


Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Contractor Accountable

A.  Beginning value must be less than or equal to the ending value

Contractor Tag Number

A.  Beginning value must be less than or equal to the ending value

Cancel Field:

A.  'C' or blank

## 5.1.29  NEMS Report 731 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY

PROGRAM: PRM731P1                                             TIME: HH:MM:SS

                         (INSTALLATION NAME)



          CONTRACTOR HELD EQUIPMENT (GE $1000) VERFICATION LIST (EVS)


BEGINNING CONTRACTOR ACCOUNTABLE: _____      (DEFAULT IS '        A')

ENDING CONTRACTOR ACCOUNTABLE:    _____      (DEFAULT IS '999999999')


BEGINNING CONTRACTOR TAG NUMBER:  _____   (DEFAULT IS '           A')

ENDING CONTRACTOR TAG NUMBER:     _____   (DEFAULT IS '9999999999999')


                                    ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters the required values.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Contractor Accountable

A. Beginning value must be less than or equal to the ending value

Contractor Tag Number

A. Beginning value must be less than or equal to the ending value

Cancel Field:

A. 'C' or blank

## 5.1.30  NEMS Report 780 Selection Criteria Screen

```
USER-ID: XXXXX       NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY

PROGRAM: PRM780P1                                           TIME: HH:MM:SS

                          (INSTALLATION NAME)



                   LOANED OUT EQUIPMENT VERIFICATION LIST


LOAN/LEASE DOCUMENT NUMBER: _____          MANDATORY - NO DEFAULT

EQUIPMENT BUILDING:          _____      OPTIONAL




                                   ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered, there are no default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed, and the user enters the desired values.  There are no default values for the selection fields.  A value for loan/lease document number must be entered.  Entering a value for equipment building is optional (i.e.  this field may be left blank and will not be used as a selection criterion if blank).

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Loan/Lease Document Number:

A.  Mandatory - must be entered.

B.  Records must exist in the Equipment File with the loan/lease document number specified.

Equipment Building:

A.  Optional - if left blank it will not be used as a selection criterion - there is no default value.

B.  If entered, records must exist in the Equipment File with the loan/lease document number and equipment building specified.

Cancel Field:

A.  'C' or blank

## 5.1.31  NEMS Report 810 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY

PROGRAM: PRM810P1                                             TIME: HH:MM:SS

                          (INSTALLATION NAME)



                      DD-1342 DOD PROPERTY RECORD



            ECN: _____ (NO DEFAULT)



ADDITIONAL ECNS: _____   _____   _____   _____   _____


  (MAY BE BLANK)  _____   _____   _____   _____   _____



                  _____   _____   _____   _____   _____



                  _____   _____   _____   _____   _____



                  _____   _____   _____   _____   _____



                                        ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters whichever values are required.  The report will be produced based on the values entered.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  Fields for up to 26 ECN's are displayed.  The first ECN field must be entered.  The remaining 25 ECN fields may be entered in any order.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

ECN

A.  First character must be alphanumeric and the last five characters must be numeric

Cancel Field:

A.  'C' or blank

## 5.1.32  NEMS Report 830 Selection Criteria Screen

```
USER-ID: XXXXX         NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY

PROGRAM: PRM830P1                                              TIME: HH:MM:SS

                            (INSTALLATION NAME)


                            NEMS-1 (BY ECN)



          ECN: _____ (NO DEFAULT)



ADDITIONAL ECNS: _____   _____   _____   _____   _____


 (MAY BE BLANK)  _____   _____   _____   _____   _____


                 _____   _____   _____   _____   _____


                 _____   _____   _____   _____   _____


                 _____   _____   _____   _____   _____


                                      ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be
used in the report.  The user enters whichever values are required.  The report
will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  Fields for up to 26 ECN's are displayed.  The first ECN field must be entered.  The remaining 25 ECN fields may be entered in any order.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

ECN

A.  First character must be alphanumeric and the last five characters must be numeric

Cancel Field:

A.  'C' or blank

### 5.1.33  NEMS Report 900 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY

PROGRAM: PRM900P1                                            TIME: HH:MM:SS

                          (INSTALLATION NAME)



                        ITEMS HELD IN STORAGE LIST



BEGINNING MONTHS HELD IN STORAGE: ___ (DEFAULT IS '000')

ENDING MONTHS HELD IN STORAGE:    ___ (DEFAULT IS '999')



                                        ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report.  The user enters the required values.  The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Month

A.  Must be numeric

B.  Beginning value must be less than or equal to the ending value

Cancel Field:

A.  'C' or blank

### 5.1.34  NEMS Report 910 Selection Criteria Screen

```
USER-ID: XXXXX       NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY

PROGRAM: PRM910P1                                             TIME: HH:MM:SS

                        (INSTALLATION NAME)



                     CUSTODIAN TABLE REPORT




                    ENTER SELECTION OR 'X' TO EXIT: _____

1.  BEGINNING INSTALLATION SUB ACCT AND CUSTODIAN ACCT:    __   _____

                                          (DEFAULT IS '  ' '     ')

    ENDING INSTALLATION SUB ACCT AND CUSTODIAN ACCT:    __   _____

                                          (DEFAULT IS '99' '99999')

2.  BEGINNING INSTALLATION SUB ACCT:  __

                   (DEFAULT IS '  ')

        CUSTODIAN NAME:          _____

                   (DEFAULT IS '                              ')

    ENDING INSTALLATION SUB ACCT:  __

                   (DEFAULT IS '99')

        CUSTODIAN NAME:          _____

                   (DEFAULT IS '999999999999999999999999999999')
```

Purpose:

This screen displays the fields which are the basis of selecting and sorting records used in the report.  The user selects the criteria he would like to use to create the report, then enters the range of values for those criteria.  The report will be produced based on the criteria selected and the entered values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'X' in the selection field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Selection Field:

A.  '1', '2', or 'X'

Installation Sub Account

A.  Beginning value must be less than or equal to the ending value

B.  Range for one sort selection cannot be specified if the opposite sort is selected.

Custodian Account Number

A.  Beginning value must be less than or equal to the ending value

B.  Range cannot be specified if the custodian name selection is specified.

Custodian Name

A.  Beginning value must be less than or equal to the ending value

B.  Range cannot be specified if the custodian account selection is specified.

## 5.1.35  NEMS Report 920 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY

PROGRAM: PRM920P1                                            TIME: HH:MM:SS

                        (INSTALLATION NAME)



                         USER TABLE REPORT




                  ENTER SELECTION OR 'X' TO EXIT: _____

1.  BEGINNING INSTALLATION SUB ACCT AND USER NUMBER:  __   _____

                                     (DEFAULT IS '  ' '      ')

      ENDING INSTALLATION SUB ACCT AND USER NUMBER:  __   _____

                                     (DEFAULT IS '99' '999999')

2.  BEGINNING INSTALLATION SUB ACCT: __

                  (DEFAULT IS '  ')

          USER NAME:             _____

                  (DEFAULT IS '                           ')

      ENDING INSTALLATION SUB ACCT: __

                  (DEFAULT IS '99')

          USER NAME:             _____

                  (DEFAULT IS '9999999999999999999999999999')

```

Purpose:

This screen displays the fields which are the basis of selecting and sorting records used in the report.  The user selects the criteria he would like to use to create the report, then enters the range of values for those criteria.  The report will be produced based on the criteria selected and the entered values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'X' in the selection field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Selection Field:

A.  '1', '2', or 'X'

Installation Sub Account

A.  Beginning value must be less than or equal to the ending value

B.  Range for one sort selection cannot be specified if the opposite sort is selected.

User number

A.  Beginning value must be less than or equal to the ending value

B.  Range cannot be specified if the user name selection is specified.

User Name

A.  Beginning value must be less than or equal to the ending value

B.  Range cannot be specified if the user number selection is specified.

### 5.1.36  NEMS Report 930 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY

PROGRAM: PRM930P1                                            TIME: HH:MM:SS

                        (INSTALLATION NAME)



                     BUILDING NUMBER TABLE REPORT




                ENTER SELECTION OR 'X' TO EXIT: _____






1.  BEGINNING BUILDING NUMBER:  _____  (DEFAULT IS '          ')

       ENDING BUILDING NUMBER:  _____  (DEFAULT IS '9999999999')



2.  BEGINNING BUILDING NAME:     _____

                   (DEFAULT IS '                   ')

     ENDING BUILDING NAME:       _____

                   (DEFAULT IS '99999999999999999999')
```

Purpose:

This screen displays the fields which are the basis of selecting and sorting records used in the report.  The user selects the criteria he would like to use to create the report, then enters the range of values for that criteria.  The report will be produced based on the criteria selected and the entered values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS report distribution on information screen.

Instruction Steps:

Step 1:  The selection fields are displayed with their default values.  The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection.  Either default can be used in conjunction with an entered value or both defaults may be used.  To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'X' in the selection field.  The user will return to the NEMS On-Request Report Selection menu.

Edit Criteria:

Selection Field:

  A.  '1' , '2', or 'X'

Building Number

A.  Beginning value must be less than or equal to the ending value

B.  Range cannot be specified if the building name selection is specified.

Building Name:

A.  Beginning value must be less than or equal to the ending value

B.  Range cannot be specified if the building number selection is specified.

### 5.1.37  NEMS Report Distribution Information Screen

```
USER-ID: XXXXX                    NEMS                    DATE: 10/14/97

PROGRAM: RPTSELP2     REPORT DISTRIBUTION INFORMATION      TIME: 14:25:12



EFFECTIVE DATE (YYYY MM DD): 1997 10 14



INSTALLATION NUMBER: 0808  MARSHALL SPACE FLIGHT CENTER



DISTRIBUTION: X_____



MAIL STOP: 4471___



NUMBER OF COPIES: 01



PRINTER DESTINATION CODE: 041_____



REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P



BINDING INSTRUCTIONS (IF XEROX): _

     G - GLUE BOUND     U - UNBOUND

     S - STAPLED        V - VELOBOUND      ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen lists the default Report Distribution Information.  The user may
modify it as their needs require.  This distribution information will be used for this
run only; the default information is unaffected.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu or by a report selection criteria screen.

Calls Screen:

Upon completion, this screen calls the NEMS On-Request Report Selection menu.

Instruction Steps:

Step 1:  The default Report Distribution Information will be displayed on the screen.  Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3:  The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Effective Date:

A.  Mandatory

B.  Must be numeric

C.  Must be in format 'YYYY MM DD'

D.  Must be greater than or equal to the current date

Distribution:

A.  Mandatory

B.  No further edits

Mail Stop:

A. Mandatory

B. No further edits

Number of Copies:

A. Mandatory

B. Must be numeric between 1 and 99

Printer Destination Code:

A. Mandatory

B. No further edits

Report Print Type:

A. Mandatory

B. Must be 'X' or 'p'

Binding Instructions:

A. Mandatory if report print type is 'X'

B. If report print type is 'X', then the binding instructions must be either 'g', 's', 'u', or 'v'

C. If report print type is 'p', then a binding instruction may not be entered.

## 5.1.38  Alter Currently Scheduled Jobs Menu

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY

PROGRAM: RPTSUBP1            (INSTALLATION NAME)              TIME: HH:MM:SS

                     JOBS SCHEDULED TO RUN TONIGHT


 SEQ RPT  EFF DATE   STATUS COPIES  DISTRIBUTION         FREQUENCY


 1   010  96/11/15           1      A43                  DAILY

 2   010  96/11/15           1      NEMS CONTROL         DAILY

 3   020  96/11/25           1      MELYNDA PONDER       REQUESTED BY MSMEP

 4   141  97/01/22           1      NEMS CONTROL         REQUESTED BY MSKDW

 5   141  97/01/22    C      1      NEMS CONTROL         REQUESTED BY MSKDW

 6   141  97/01/22    C      1      NEMS CONTROL         REQUESTED BY MSKDW

 7   141  97/01/22    C      1      NEMS CONTROL         REQUESTED BY MSKDW

 8   110  97/01/29           1      NEMS CONTROL         REQUESTED BY MSKDW

 9   130  97/01/29           1      NEMS CONTROL         REQUESTED BY MSKDW

 10  131  97/01/29           1      NEMS CONTROL         REQUESTED BY MSKDW



 ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____

 ENTER SEQ. NUMBER: __ AND NEW STATUS (P=POSTPONE, C=CANCEL, ' '=ON SCHEDULE) _





                     (MORE REPORTS ON NEXT PAGE)
```

Purpose:

This screen lists all the jobs scheduled to run during the night.  Identifying information such as effective date, status, number of copies, distribution, and frequency is displayed for each job.  Each job and its information is displayed on one line, with maximum of ten per screen.  Output may span more than one screen.

Called From Screen:

This screen is called by the NEMS Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1:  Information concerning all jobs scheduled to run that night is displayed on the screen.  Any of the jobs may be postponed, canceled, or placed on schedule by entering the report sequence number and the new status in the appropriate input fields.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may exit the screen at any time by entering an 'X' in the exit field.  The user will return to the NEMS Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Exit Field:

A. 'X' or blank

Sequence Number:

A.  Mandatory

B.  Must be in the range of the report sequence numbers

New Status Field:

A.  Must be blank, 'p' or 'C'

> 1.  Blank - Rescheduled to run tonight
>
> 2.  'C' - Cancel job

3.  'p' - Postpone job until tomorrow

## 5.1.39  NEMS Regularly Scheduled Reports Screen 1

```
USER-ID: XXXXX          NEMS REGULARLY SCHEDULED REPORTS        DATE: 10/14/97

PROGRAM: RPTCHGP1                                               TIME: 14:49:37

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____


REPORT NUMBER: ___

EFFECTIVE DATE(YYYY MM DD): ____ __ __

INSTALLATION NUMBER: 0808  MARSHALL SPACE FLIGHT CENTER


FREQUENCY: __

    1.  DAILY (1 DAY)

    2.  WEEKLY (7 DAYS)

    3.  BI-WEEKLY (14 DAYS)

    4.  MONTHLY (1 MONTH ANNIVERSARY)

    5.  QUARTERLY (3 MONTH ANNIVERSARY)

    6.  TRIMESTER (4 MONTH ANNIVERSARY)

    7.  SEMIANNUAL (6 MONTH ANNIVERSARY)

    8.  ANNUAL (1 YEAR ANNIVERSARY)

    9.  BIENNIAL (2 YEAR ANNIVERSARY)

    10. TRIENNIAL (3 YEAR ANNIVERSARY)
```

Purpose:

This screen is the first of two screens used to add, change or delete regularly scheduled reports.  This screen captures the information necessary to either find the report, or, in the case of an add, ensure it will be unique.  Once this is done, a second screen is called for input of Report Distribution Information.

Called From Screen:

This screen is called by the NEMS Report Selection menu.

Calls Screen:

1.  This screen calls the second NEMS regularly scheduled reports distribution screen.

2.  Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1:  A screen is displayed with areas for entering the function, report number, effective date, start and stop installation (which will default to the user's installation and sub-installation), and frequency.  Enter the desired information.  To return to the NEMS Report Selection menu, place and 'X' in the function field.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

Function:

A.  Mandatory

B.  Must be 'a', 'C', 'd', or 'X'

Report Number:

A.  Mandatory

B.  Must be a unique value on the report number table

Effective Date:

A.  Mandatory

B.  Must be numeric

C.  Must be in 'YYYY MM DD' format

D.  Must be greater than or equal to the current date

Installation Number From:

A.  Mandatory]

B.  Must be four positions

C.  Must be numeric

D.  Must be valid installation from Table 252.

Installation Number To:

A.  Mandatory

B.  Must be four positions

C.  Must be numeric

D.  Must be valid installation from Table 252.

Frequency:

A.  Mandatory

B.  Must be numeric

C.  Must be in the range 1 - 10

## 5.1.40  NEMS Regularly Scheduled Reports Screen 2

```
USER-ID: XXXXX          NEMS REGULARLY SCHEDULED REPORTS       DATE: 10/14/97

PROGRAM: RPTCHGP1                                              TIME: 15:01:10

FUNCTION (A=ADD, C=CHANGE, D=DELETE): A



REPORT NUMBER: 330



INSTALLATION NUMBER: 0808  MARSHALL SPACE FLIGHT CENTER




FREQUENCY: QUARTERLY

EFFECTIVE DATE(YYYY MM DD): 1997 10 14

DISTRIBUTION: _____

MAIL STOP: _____

NUMBER OF COPIES: __

PRINTER DESTINATION CODE: _____

REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): _

BINDING INSTRUCTIONS (IF XEROX): _

     G - GLUE BOUND      U - UNBOUND

     S - STAPLED         V - VELOBOUND

                                        ENTER 'C' TO CANCEL: _




ENTER FIELD(S) TO BE ADDED
```

Purpose:

This screen is the second of two screens used to add, change or delete regularly
scheduled reports.  This screen is used to enter distribution information
concerning the report.

Called From Screen:

This screen is called by the first NEMS regularly scheduled reports screen.

Calls Screen:

Upon completion, this screen calls the first NEMS regularly scheduled reports screen.

Instruction Steps:

Step 1:  A screen with the previously entered function, start and stop installations, report number, effective date, and frequency will be displayed. With the exception of effective date, these fields are protected.  Blank fields will be provided to enter distribution information.  Enter the necessary information in the fields provided.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the first NEMS regularly scheduled reports screen.

Press the 'ENTER' key.

Edit Criteria:

Effective Date:

A. Mandatory

B.  May not create a report request record which duplicates an existing record for the values of effective date, report number, report frequency, and installation (account and sub-account).

C.  Must be in 'YYYY MM DD' format

Distribution:

A.  Mandatory

B.  No further edits

Mail Stop:

A.  Mandatory

B.  No further edits

Number of Copies:

A.  Mandatory

B.  Must be numeric between 1 and 99

Printer Destination Code:

A.  Mandatory

B.  No further edits

Report Print Type:

A.  Mandatory

B.  Must be 'X' or 'p'

Binding Instructions:

A.  Mandatory if report print type is 'X'

B.  If report print type is 'X', then the binding instructions must be either 'g' 's', 'u; or 'v'

C.  If report print type is 'p', then a binding instruction must not be entered

Cancel Field:

A.  'C' or blank

## 5.1.41  NEMS Standard Report Distribution

```
USER-ID: XXXXX          NEMS STANDARD REPORT DISTRIBUTION        DATE: MM/DD/YY

PROGRAM: RPTSTDP1                (INSTALLATION NAME)             TIME: HH:MM:SS




DISTRIBUTION: NEMS CONTROL_____



MAIL STOP: 4471___



NUMBER OF COPIES: 01



PRINTER DESTINATION CODE: 041_____



REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P



BINDING INSTRUCTIONS (IF XEROX): _

      G - GLUE BOUND

      S - STAPLED

      U - UNBOUND

      V - VELOBOUND

                                        ENTER 'C' TO CANCEL: _
```

Purpose:

This screen lists the standard Report Distribution Information for the NEMS system.  The user may modify it as their needs require.  This information will be used as the default for the submission of On-Request reports.

Called From Screen:

This screen is called by the NEMS Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1:  The standard Report Distribution Information will be displayed on the screen.  Change whichever fields you need to meet your requirements.

Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3:  The user may cancel the change at any time prior to successful completion by entering 'C' in the cancel field.  The user will return to the NEMS Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Distribution:

A.  Mandatory

B.  No further edits

Mail Stop:

A.  Mandatory

B.  No further edits

Number of Copies

A.  Mandatory

B.  Must be numeric between 1 and 99

Printer Destination Code:

A.  Mandatory

B.  No further edits

Report Print Type:

A.  Mandatory

B.  Must be 'X' or 'p'

Binding Instructions:

A.  Mandatory if report print type is 'X'

B.  If report print type is 'X', then the binding instructions must be either 'g', 's', 'u', or 'v'

C.  If report print type is 'p', then a binding instruction must not be entered

Cancel Field: 'C' or blank

A.  'C' or blank

## 6.  PART 6 - TABLE FILE UPDATE SUBSYSTEM

## 6.1  NEMS TABLE FILE UPDATE SUBSYSTEM

The NEMS Table update process is entered by selecting the Table File update option (5) on the NEMS Main Menu.  This option passes control to the table update program.  This program displays the Table File Update Menu which lists those tables the user is authorized to update.  By selecting a valid table number, transactions may be entered to add, change or delete records for the selected table.  The exit option will return control to the NEMS Main Menu.

There are three types of table update functions: add, change, and delete. One of these functions must be selected and the appropriate table-key element must be entered.  This table-key is required to properly identify the Table file record to be updated.  The table-key entered for an add must be unique for the table being updated; therefore duplicate records will not exist.  The table-key entered for a change or delete must already exist on the table being updated. The exit option will return control to the NEMS Table file update menu.

When a valid function and table-key have been entered, a screen will be displayed indicating data elements for which information must be entered to update the selected table.  All elements on this data collection screen are considered mandatory and will be edited for content.  The cancel option will return the user to the previous screen without updating the record.  The data in the record being updated will be displayed.

## 6.1.1  NEMS Table File Update Menu

```
USER-ID: XXXXX                                              DATE: MM/DD/YY
PROGRAM: TBL000P1        NEMS TABLE FILE UPDATE MENU        TIME: HH:MM:SS


               ENTER TABLE NUMBER OR 'X' TO EXIT: _____

               S01  TABLE DESCRIPTION AND AUTHORIZATION
               S02  ERROR CODES AND MESSAGES TABLE
               S04  SEQUENCE NUMBER TABLE
               S05  REPORT NUMBER TABLE
               040  MANUFACTURER'S CODE TABLE
               050  FEDERAL SUPPLY GROUP TABLE
               052  EQUIPMENT TYPE ACCOUNT TABLE
               078  CUSTODIAN ACCOUNT NUMBER TABLE
               090  USER NUMBER TABLE
               102  BUILDING NUMBER TABLE
               130  CAPITAL/SENSITIVE CODE TABLE
               132  U. S. TREASURY AGENCY NUMBER TABLE
               155  EQUIPMENT MANAGEMENT CODE TABLE




                    (MORE TABLES ON NEXT PAGE)

```

Purpose:

> The Table File update menu displays those tables which the user is
> authorized to update.

Called From Screen:

> This screen is called by the NEMS Main Menu.

Calls Screen:

> a.  This screen calls the appropriate update screen for the selected NEMS
>     Table.
>
> b.  Upon completion, this screen calls the NEMS Main Menu.

Instruction Steps:

> Step 1:  The screen will appear with a list of tables the user is authorized to
>          update.  Enter the table number corresponding to the NEMS Table
>          you wish to update.  To return to the NEMS Main Menu, place an 'X'
>          in the table number field.
>
>          Press the 'ENTER' key.
>
> Step 2:  If error messages appear at the bottom of the screen, read the
>          messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

A valid table number or 'X'

## 6.1.2  NEMS - 078 - Custodian Account Number Table, Screen #1

```
USER-ID: XXXXX                                                    DATE: MM/DD/YY
PROGRAM: TBL078P1  NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE  TIME: HH:MM:SS


ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

CUSTODIAN ACCOUNT NUMBER: _____

CUSTODIAN INSTALLATION SUB-ACCOUNT: 08
```

Purpose:

This screen is the first of two screens used to add, change or delete records on NEMS Table 078.  This screen captures the information necessary to either find the record, or, in the case of an add, ensure it will be unique. Once this is done, a second screen is called for input of required information.

When a delete is attempted, the program checks to see if the custodian account is referenced on any records in the Equipment, Inventory, PCM Authority or PCM Pending files.  If so, messages are displayed on a modified version of this screen. (see the next page)

Called From Screen:

This screen is called by the NEMS Table file update menu.

Calls Screen:

a.  This screen calls the second data collection screen for Table 078.

    b.  Upon completion, this screen calls the NEMS Table file update menu.

Instruction Steps:

Step 1:  A screen is displayed with areas for entering the function, custodian account number, and the custodian installation sub-account.  Enter the desired information.  To return to the NEMS Table file update menu, enter an 'X' in the function field.

        Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

        In the case of delete messages, the conflicting records from the Equipment, Inventory, PCM Authority or PCM Pending files will have to be changed or deleted prior to completing the deletion of the custodian account.

        Press the 'ENTER' key.

Edit Criteria:

  Function:

    a.  Mandatory

    b.  Must be 'A', 'C', 'D' or 'X'

  Custodian Account Number:

  Mandatory

    a.  For add updates, a record must not exist on Table 078 with the same custodian account number and installation sub-account.(See below)

    b.  For change and delete updates, a record must exist on Table 078 with the same custodian account number and installation sub-account.(See below)

    c.  For delete updates, deletion will be prevented if any of the following conditions exist:

        • There are any Equipment file records that have the same custodian account and installation sub-account.

- Inventory by custodian is open for the sub-installation and the custodian account is open for inventory (either unprocessed or processed).

- There are any PCM Authority records that have the same custodian account (Auth-Cust-Acct-No) and sub-installation (Auth-Inst-No).

- There are any PCM Pending records that were submitted by this custodian account (matching Pend-Cust-Acct-No on the Pending record and inst-sub on the Equipment record).

- There are any PCM Pending records for which the custodian account is the gaining custodian (Matching Pend-To-Cust-Acct-No on the Pending record and inst-sub on the Equipment record)

In each case, error message 107 is displayed, along with a prompt to cancel.

CUSTODIAN INSTALLATION SUB-ACCOUNT:

a. Mandatory

b. The user's installation sub-account is provided as the default for custodian installation sub-account.

c. If the user is authorized , any valid installation sub-account may be entered in place of the default installation sub-account (must be on Table 252).

Cancel:

a. Optional

Must be either 'C' or space.

## 6.1.3  NEMS - 078 - Custodian Account Number Table, Screen #2

```
 USER-ID: XXXXX                                                    DATE: MM/DD/YY
 PROGRAM: TBL078P1    NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE    TIME: HH:MM:SS


 ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

 CUSTODIAN ACCOUNT NUMBER: _____

 CUSTODIAN INSTALLATION SUB-ACCOUNT: 08

 CUSTODIAN NUMBER:  _____
 CUSTODIAN NAME: _____
 CUSTODIAN MAIL CODE: _____
 CUSTODIAN ORGANIZATION CODE:  _____
 CUSTODIAN ACCOUNT NAME:  _____
 CUSTODIAN PHONE NUMBER:  _____



                                         ENTER 'C' TO CANCEL:  __


```

Purpose:

> This screen is the second of two screens used to add, change or delete records for Table 078.  This screen is used to enter data relative to a specific table record.

Called From Screen:

> This screen is called by the first NEMS - 078 - Custodian Account Number Table screen.

Calls Screen:

> Upon completion, this screen calls the first NEMS - 078 - Custodian Account Number Table screen.

Instruction Steps:

> Step 1:  A screen with the previously entered function, custodian account number and custodian installation sub-account will be displayed. These fields are protected.  For add type updates, blank fields will be provided to enter the required data element information.  For change and delete type updates, current data for the selected record will be displayed.  Enter the desired information.
>
> Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. This will return the user to the first NEMS - 078 - Custodian Account Number Table screen.

Press the 'ENTER' key.

Edit Criteria:

Custodian Number:

    a. Mandatory

    b. No further edits

Custodian Name:

    a. Mandatory

    b. No further edits

Custodian Mail Code:

    a. Mandatory

    b. No further edits

Custodian Organization Code:

    a. Mandatory

    b. No further edits

Custodian Account Name:

    a. Optional

    b. No further edits

Cancel Field:

Must be 'C' or blank

### 6.1.4  NEMS - 090 - User Number Table, Screen #1

```
USER-ID: XXXXX                                               DATE: MM/DD/YY
PROGRAM: TBL090P1        NEMS - 090 - USER NUMBER TABLE      TIME: HH:MM:SS


ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

USER NUMBER: _____

USER INSTALLATION SUB-ACCOUNT: 08
```

Purpose:

   This screen is the first of two screens used to add, change or delete records
   on NEMS Table 090.  This screen captures the information necessary to
   either find the record, or, in the case of an add, ensure it will be unique.
   Once this is done, a second screen is called for input of required
   information.

Called From Screen:

   This screen is called by the NEMS Table File Update menu.

Calls Screen:

   a.  This screen calls the second data collection screen for Table 090.

   b.  Upon completion, this screen calls the NEMS Table File Update menu.

Instruction Steps:

   Step 1:  A screen is displayed with areas for entering the function, user
            number and user installation sub-account.  Enter the desired
            information.  To return to the NEMS Table File Update menu, enter
            an 'X' in the function field.

            Press the 'ENTER' key.

Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Edit Criteria:

Function:

a.  Mandatory

b.  Must be 'A', 'C', 'D' or 'X'

User Number:

a.  Mandatory

b.  For add updates, a record must not exist on Table 090 with the same user number and installation sub-account. (See below)

c.  For change and delete updates, a record must exist on Table 090 with the same user number and installation sub-account.  (See below)

User Installation Sub-Account:

a.  Mandatory

b.  The user's installation sub-account is provided as the default for user installation sub-account.

c.  If the user is authorized, any valid installation sub-account may be entered in place of the default installation sub-account (must be on Table 252).

## 6.1.5  NEMS - 090 - User Number Table, Screen #2

```
USER-ID: XXXXX                                             DATE: MM/DD/YY
PROGRAM: TBL090P1        NEMS - 090 - USER NUMBER TABLE    TIME: HH:MM:SS


ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

USER NUMBER: _____

USER INSTALLATION SUB-ACCOUNT: 08

USER NAME: _____
USER MAIL CODE: _____
USER PHONE NUMBER:  _____


                                          ENTER 'C' TO CANCEL:  __
```

Purpose:

This screen is the second of two screens used to add, change or delete
records for Table 090.  This screen is used to enter data relative to a specific
table record.

Called From Screen:

This screen is called by the first NEMS - 090 - user number table screen.

Calls Screen:

Upon completion, this screen calls the first NEMS - 090 - User Number
Table screen.

Instruction Steps:

Step 1:  A screen with the previously entered function, user number and user
installation sub-account will be displayed.  These fields are
protected.  For add type updates, blank fields will be provided to
enter the required data element information.  For change and delete
type updates, current data for the selected record will be displayed.
Enter the desired information.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. This will return the user to the first NEMS - 090 - User Number Table screen.

Press the 'ENTER' key.

Edit Criteria:

User Name:

a. Mandatory

b. No further edits

Cancel Field:

Must be 'C' or blank

## 6.1.6  NEMS - 102 - Building Number Table, Screen #1

```
USER-ID: XXXXX                                                  DATE: MM/DD/YY
PROGRAM: TBL102P1      NEMS - 102 - BUILDING NUMBER TABLE       TIME: HH:MM:SS


ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

BUILDING NUMBER: _____
```

Purpose:

This screen is the first of two screens used to add, change or delete records on NEMS Table 102.  This screen captures the information necessary to either find the record, or, in the case of an add, ensure it will be unique.

Once this is done, a second screen is called for input of required information.

Called From Screen:

This screen is called by the NEMS Table File Update menu.

Calls Screen:

    a.  This screen calls the second data collection screen for Table 102.

    b.  Upon completion, this screen calls the NEMS Table File Update menu.

Instruction Steps:

    Step 1:  A screen is displayed with areas for entering the function and building number.  Enter the desired information.  To return to the NEMS Table File Update menu, enter an 'X' in the function field.

              Press the 'ENTER' key.

    Step 2:  If error messages appear at the bottom of the screen, read the messages and correct the identified field.

              Press the 'ENTER' key.

Edit Criteria:

    Function:

        a.  Mandatory

        b.  Must be 'A', 'C', 'D' or 'X'

    Building Number:

        a.  Mandatory

        b.  For add updates, this record must not exist on Table 102

        c.  For change and delete updates, this record must exist on Table 102

## 6.1.7  NEMS - 102 - Building Number Table, Screen #2

```
USER-ID: XXXXX                                                    DATE: MM/DD/YY
PROGRAM: TBL102P1      NEMS - 102 - BUILDING NUMBER TABLE         TIME: HH:MM:SS


ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

BUILDING NUMBER: _____
```

Purpose:

This screen is the second of two screens used to add, change or delete records for Table 102.  This screen is used to enter data relative to a specific table record.

Called From Screen:

This screen is called by the first NEMS - 102 - Building Number Table screen.

Calls Screen:

Upon completion, this screen calls the first NEMS - 102 - Building Number Table screen.

Instruction Steps:

Step 1:  A screen with the previously entered function and building number will be displayed.  These fields are protected.  For add type updates, blank fields will be provided to enter the required data element information.  For change and delete type updates, current data for the selected record will be displayed.  Enter the desired information.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. This will return the user to the first NEMS - 102 - building number table screen.

Press the 'ENTER' key.

Edit Criteria:

Building Name:

a. Mandatory

b. No further edits

Cancel Field:

Must be 'C' or blank